

MALAYSIAN PUBLIC SECTOR
OPEN SOURCE SOFTWARE (OSS) PROGRAMME

MyBooking
- User Manual for Administrator -



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1 INTRODUCTION

1.1 Introduction

MyBooking is an online web-based system that helps Public Sector agencies to manage meeting rooms and related resources. MyBooking provides a user-friendly and effective interface to facilitate the daily work at the agency.

MyBooking also provides interactive AJAX calendar that shows the overview of the reservation. MyBooking support reservation for food and beverages, equipment and transportation.

1.2 Benefits of MyBooking

- ◆ User can easily keep track their booking status.
- ◆ User can check the availability of the required resource, i.e. a room.
- ◆ Administrator can easily manage booking.
- ◆ Administrator and user receive email alert regarding booking.

1.3 Objectives of MyBooking

- ◆ Ease event management through a reliable and responsive event calendar.
- ◆ Save time by finding available venues and rooms when needed.
- ◆ Eliminate issues of conflicting and redundant venue and room booking.
- ◆ Improve delivery and response time via automatic email.
- ◆ Ability to generate report based on collected data.

2 GETTING STARTED

2.1 Understanding Roles in MyBooking

Administrator:

- Manage users record
- Manage room record
- Manage equipment record
- Manage transportation record
- Manage room booking.
- Manage equipment booking.
- Manage food booking.
- Manage transportation booking.

Room Owner:

- Manage room record.
- Manage room booking.

Head Driver:

- Manage transportation and transportation types record.
- Manage transportation booking.

User:

- Check availability.
- Create booking.
- Check booking status
- Manage profile

3 USER INTERFACE

Each of the interfaces described and illustrated in this chapter will be used throughout this manual.

3.1 Login Page

Kalendar Tempahan Bilik Senarai Peralatan

Jun 2013

Paparan Tempahan Pada 4/6/2013

Tiada rekod tempahan dijumpai.

Petunjuk:

- Ada tempahan
- Tiada tempahan

Log Masuk

ID Pengguna
ID Pengguna

Kata Laluan
Katalaluan
Anda terlupa kata laluan?

Log Masuk

OSCC
MAMPU

Aras 6, Blok B2,
Kompleks Jabatan Perdana Menteri,
Pusat Pentadbiran Kerajaan
Persekutuan,
62502 Putrajaya, Malaysia.

☎ Telefon :03-8318 2285
☎ Fax :03-8888 3721

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Illustration 3.1: Login page.

3.1.1 Login Form

Log Masuk

ID Pengguna
admin

Kata Laluan

Anda terlupa kata laluan?

Log Masuk

Illustration 3.2: Login form.

User are required to log in into the system to perform more tasks. If the user has forgotten their password, they can reset their password using the provided forgot password feature. To do that, click on the “**Anda terlupa katalaluan?**” link provided in the login form and it will display another form which is used to reset the password. The form is as shown below. Enter email address which is registered in the MyBooking system and click “**Hantar**” to proceed. To cancel this operation and go back to the login page, click on the “**Kembali**” button.

Illustration 3.3: Forgot password form.

3.1.2 Agency Information Area

Illustration 3.4: Agency information area.

3.1.3 Content Area Before Login

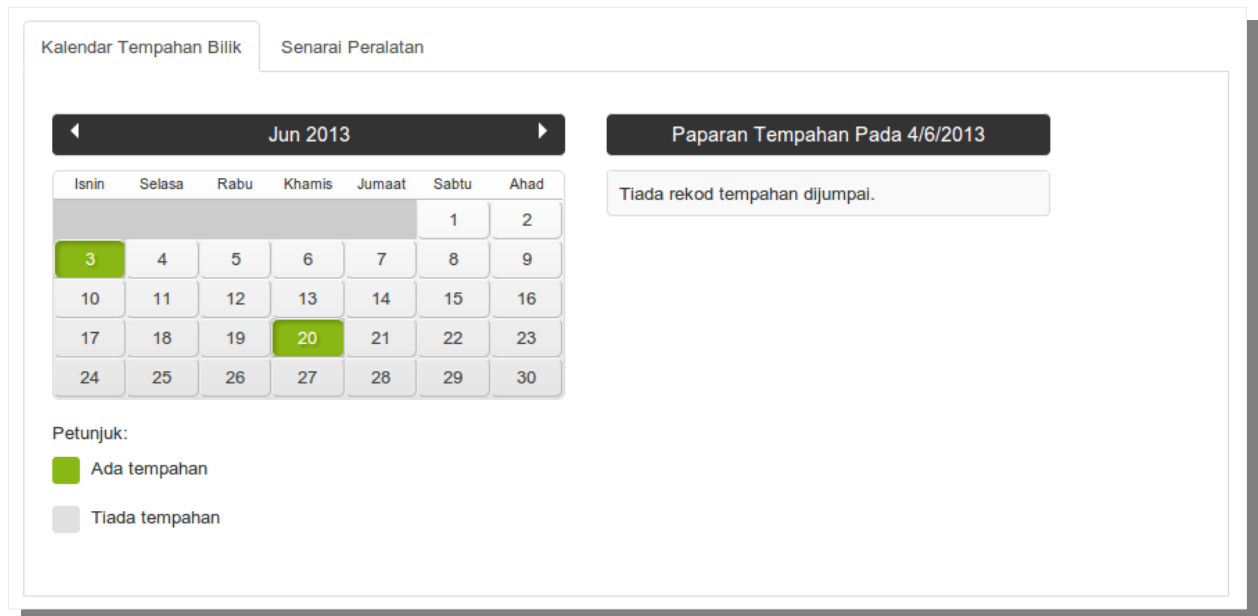


Illustration 3.5: Content area.

3.1.4 Navigation Bar

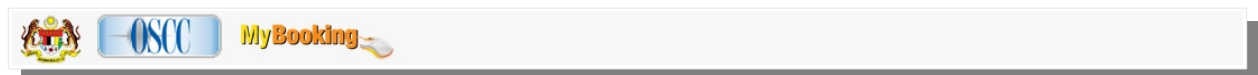


Illustration 3.6: Navigation bar.

3.2 Main Page

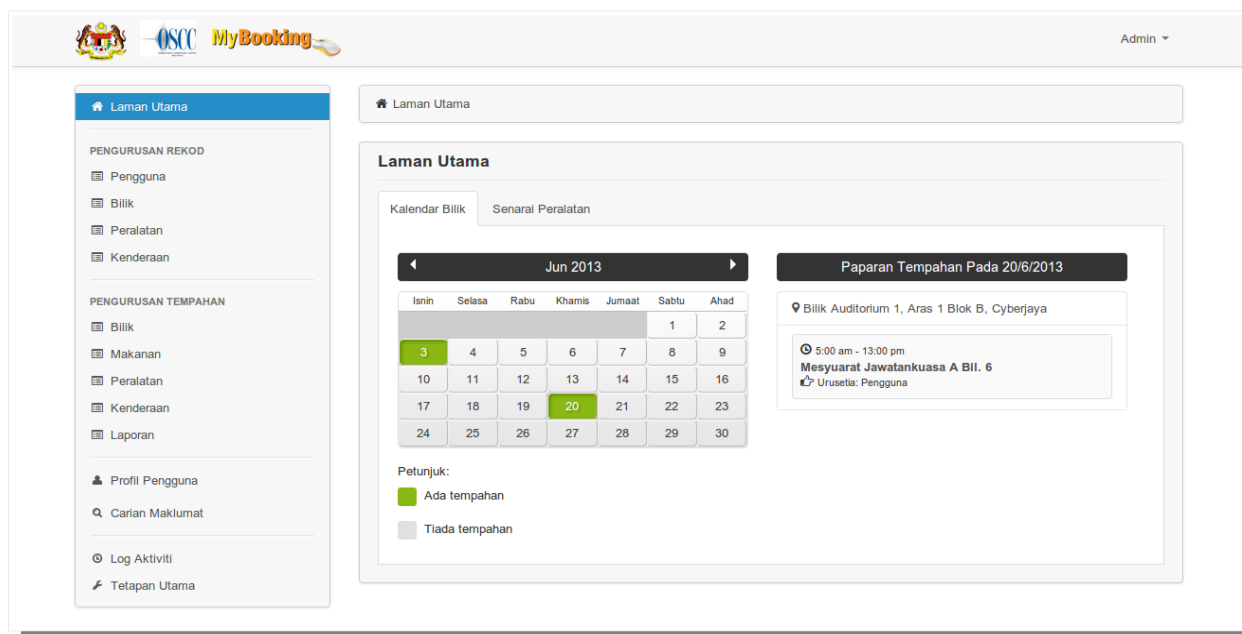


Illustration 3.7: Main page for Administrator.

3.2.1 Navigation Bar

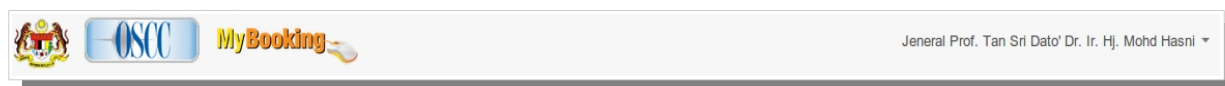


Illustration 3.8: Navigation bar.

3.2.2 Navigation List

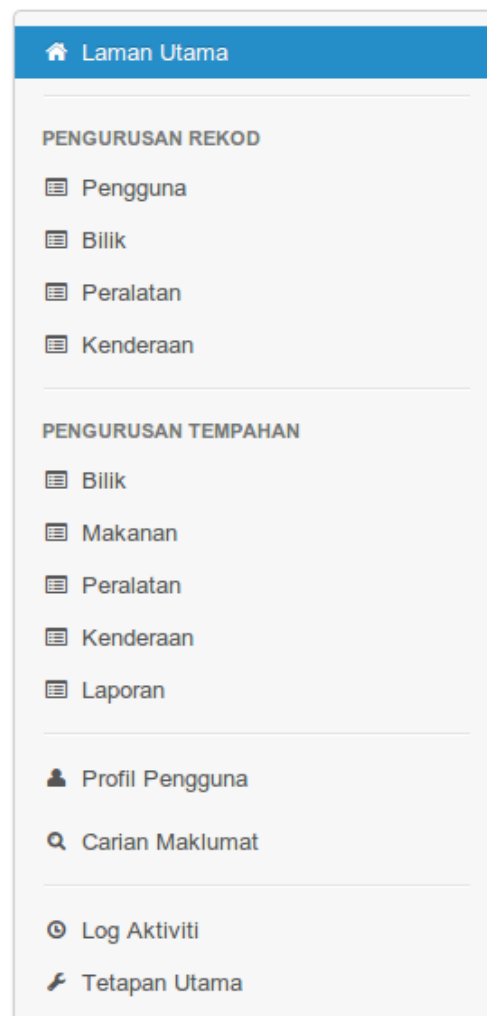


Illustration 3.9: Navigation list for Pentadbir Utama.

3.2.3 Breadcrumb Navigation



Illustration 3.10: Breadcrumbs.

3.2.4 Content Area

Senarai Tempahan Bilik

[+ Tambah Rekod](#) [Hapus Rekod](#) [Papar Semua](#)

Petunjuk: [Belum Lulus](#) [Telah Lulus](#) [Ditolak](#) [Batal](#)

	Nama Bilik	Maklumat Tempahan	Tarikh	Status
<input type="checkbox"/>	Bilik Mesyuarat 6 Tingkat 2 Blok B2, Cyberjaya	Tujuan: Mesyuarat Jawatankuasa B Bil. 1 Urusetia: Muhammad Hadzrin Pengerusi: Faizal Kamillah Tempahan Makanan: Tiada Tempahan Peralatan: Tiada	22/03/2013 07:00am - 11:00am	
<input type="checkbox"/>	Auditorium 1 Aras 1 Parcel B2, Cyberjaya	Tujuan: IPP #1/2013 Urusetia: Intan Mazliah Pengerusi: Julailiah Hassan Tempahan Makanan: Tiada Tempahan Peralatan: Tiada	26/03/2013 09:30am - 12:30pm	
<input type="checkbox"/>	Auditorium 1 Aras 1 Parcel B2, Cyberjaya	Tujuan: Latihan PHP dan CodeIgniter 2 Urusetia: Hadzrin Hanafi Pengerusi: Fazli Yaakob Tempahan Makanan: Tiada Tempahan Peralatan: Tiada	26/03/2013 13:30pm - 15:30pm	
<input type="checkbox"/>	Bilik Perbincangan Cyber Utara Aras 3A Parcel B3, Putrajaya	Tujuan: TOT MyTaskManager kepada staff MAMPU Urusetia: Muhammad Hadzrin Pengerusi: Madam Tan King Ing Tempahan Makanan: Ada Tempahan Peralatan: Tiada	29/03/2013 10:00am - 14:00pm	
<input type="checkbox"/>	Bilik Mesyuarat Cyber 2 Aras 2 Blok B, Cyberjaya	Tujuan: Mesyuarat Jawatankuasa A Bil. 1 Urusetia: Faizal Tahir Pengerusi: Thaibah Omar Tempahan Makanan: Tiada Tempahan Peralatan: Tiada	01/04/2013 09:00am - 11:30am	

1 2 3 Berikut > Paparan 1 - 5 daripada 11 rekod

Illustration 3.11: Main content area.

4 BOOKING CALENDAR

4.1 Booking Calendar

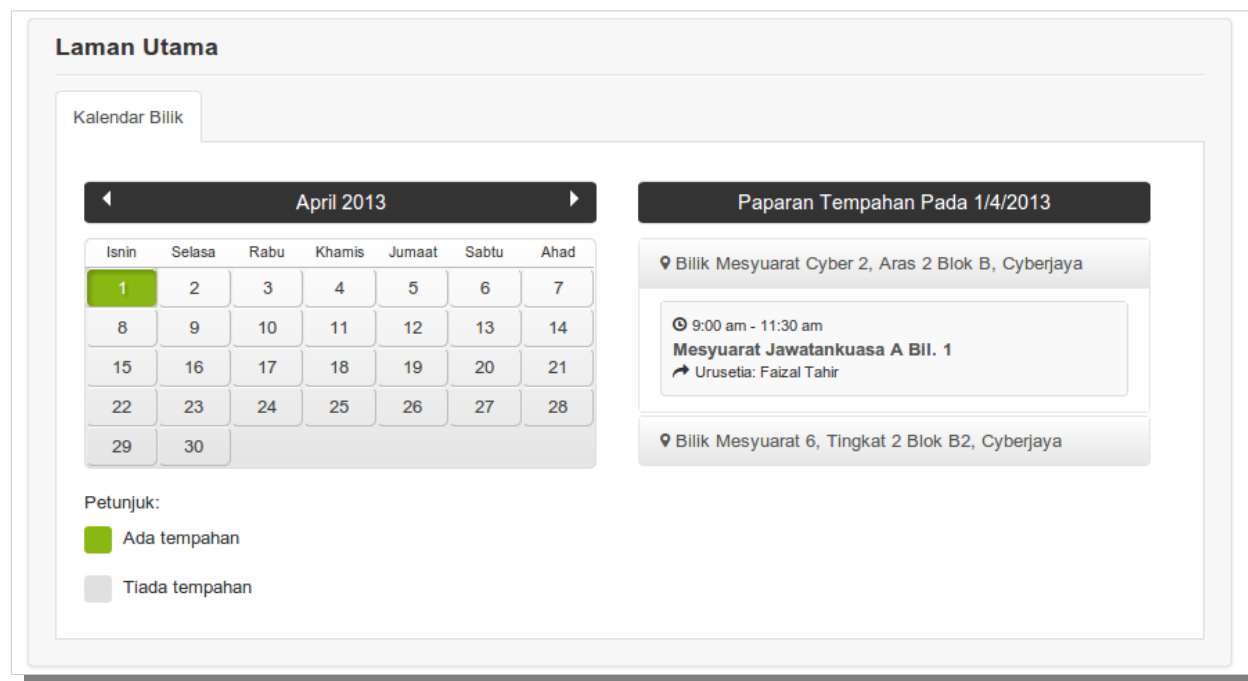


Illustration 4.1: Booking Calendar.

Located in both login and main content area, this interactive JQuery calendar helps user to browse approved bookings easily. It also helps user to quickly plan their booking. To use this calendar, click on any date in green colour and the system will display list of booking within the “**Paparar Tempahan**” area. The date with green colour means there is at least one approved booking on that particular date and the date with no colour means there is no booking made on that particular date.

To view the booking details, simply click on the booking title in the “**Paparar Tempahan**” area.

5 RECORD MANAGEMENT

5.1 User Management

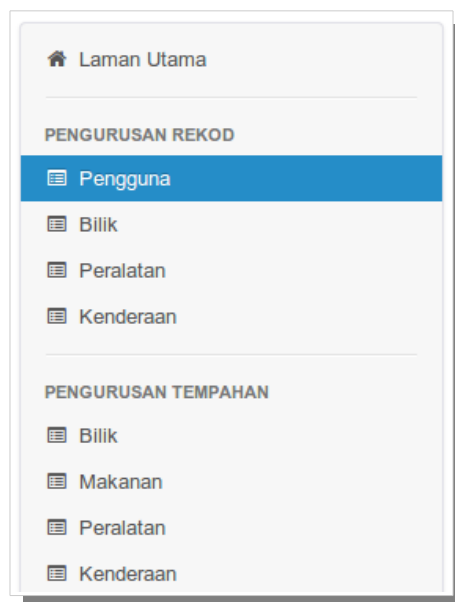


Illustration 5.1: Navigation list.

To view the user list, click **“Pengguna”** under the **“Pengurusan Rekod”** section in the navigation list and it will display a page consists of a user list in the content area. The list contains both active and inactive records differentiated by colour, where red means inactive and normal coloured record is active. In this module, user may add, edit and delete any user presented in the table.

Senarai Pengguna			
<div>Tambah Pengguna</div> <div>Tambah Pengguna Secara Pukal</div> <div>Hapus Rekod</div>			
Nama Penuh	Email	Tahap Pengguna	Status
Muhammad Hadzrin	pengguna1@oscc.org.my	Pengguna	Aktif
Puan Lailati binti Mohd	donia_83@yahoo.com	Pengguna	Aktif
Rahimi	raypro2@gmail.com	Pengguna	Aktif
RuziahM	ruziahm@gmail.com	Pengguna	Aktif
	kunk83@hotmail.com	Pengguna	Aktif

Illustration 5.2: List of users.

5.1.1 Add User

Senarai Pengguna			
<div><button>Tambah Pengguna</button> <button>Tambah Pengguna Secara Pukal</button> <button>Hapus Rekod</button></div>			
Nama Penuh	Email	Tahap Pengguna	Status
Faizal Kamillah	faizal@oscc.org.my	Ketua Pemandu	Aktif
Muhammad Hadzrin	hadzrin@oscc.org.my	Pengguna	Aktif
Jamalul Khaer Jamaluddin	faizal.kamil@gmail.com	Pengguna	Aktif
Mohd Husin Abu	mohdhasni.ismail@gmail.com	Pengguna	Aktif
	thaibah@oscc.org.my	Pengguna	Belum Aktif
	kunk83@hotmail.com	Pengguna	Belum Aktif
	yea@yea.com	Pengguna	Belum Aktif
	yada@yadho.cpo	Pengguna	Belum Aktif

Illustration 5.3: List of users.

The two (2) buttons displayed on the illustration 5.3 allows admin to add user in two (2) different ways. Click on “**Tambah Pengguna**” button to add one (1) user at a time or click on “**Tambah Pengguna Secara Pukal**” to add a group of users at a time.

5.1.1.1 Add User Form

Profil Pengguna Baru	
Peranan Pengguna	<div>-- Sila Pilih Wajib</div>
Emel Pengguna	<div><input type="text"/> Wajib</div>
<div><div>← Kembali</div><div>Simpan</div></div>	

Illustration 5.4: Add user form.

Illustration 3.4 shows form to add a user. This form allows admin to add two (2) different type of users as shown in the table below. All fields with the sign **Wajib** next to it are required.

Fields:

<i>Peranan Pengguna*</i>	A drop down with a list of user types. ("Pengguna" , "Pentadbir Bahagian")
<i>Emel Pengguna*</i>	Email address belong to the user.
<i>* Mandatory Fields</i>	

Fill up the new user's information and click **"Simpan"** button to save the record. The page will be directed back to List of Users if the addition is successful.

5.1.1.2 User Bulk Upload

Tambah Pengguna Secara Pukal

Sila pastikan fail yang akan dimuat-naik memenuhi syarat dan kehendak sistem. Kegagalan berbuat demikian boleh menyebabkan muat naik gagal.

- Sila gunakan templat yang disediakan sebagai panduan.
- Pastikan maklumat di dalam fail yang dimuat-naik adalah bebas dari duplikasi bagi maklumat **username** dan **email**.
- Sila pastikan fail dalam format .XLS

Muat Turun Templat 1

Fail **Pilih fail 2**

Kembali **Simpan**

Illustration 5.5: Upload users in bulk form.

Illustration 5.5 shows form to add a group of users. This convenient feature uses Microsoft Excel (XLS) file format, a widely used spreadsheet and easily understood.

1. Download the XLS template from this page by clicking the **"Muat Turun Templat"** button.

2. Open the downloaded file and start adding the user information by modifying the second row in the “**Templat**” tab. More user can be added to the following rows. Explanation for each field can be found in the “**Petunjuk**” tab. (Refer Illustration 5.6)
3. Make sure all of the mandatory fields are filled up and save the file when finished.
4. Go back to browser and click “**Pilih Fail**” button.
5. Choose the modified template file and click “**Simpan**” button to proceed.
6. If successful, user will go back to the user list page and the new users can be seen in the list. If the process fails, error messages will appear above the form and admin must re-validate all of the information inserted in the XLS template and then repeat step 2.

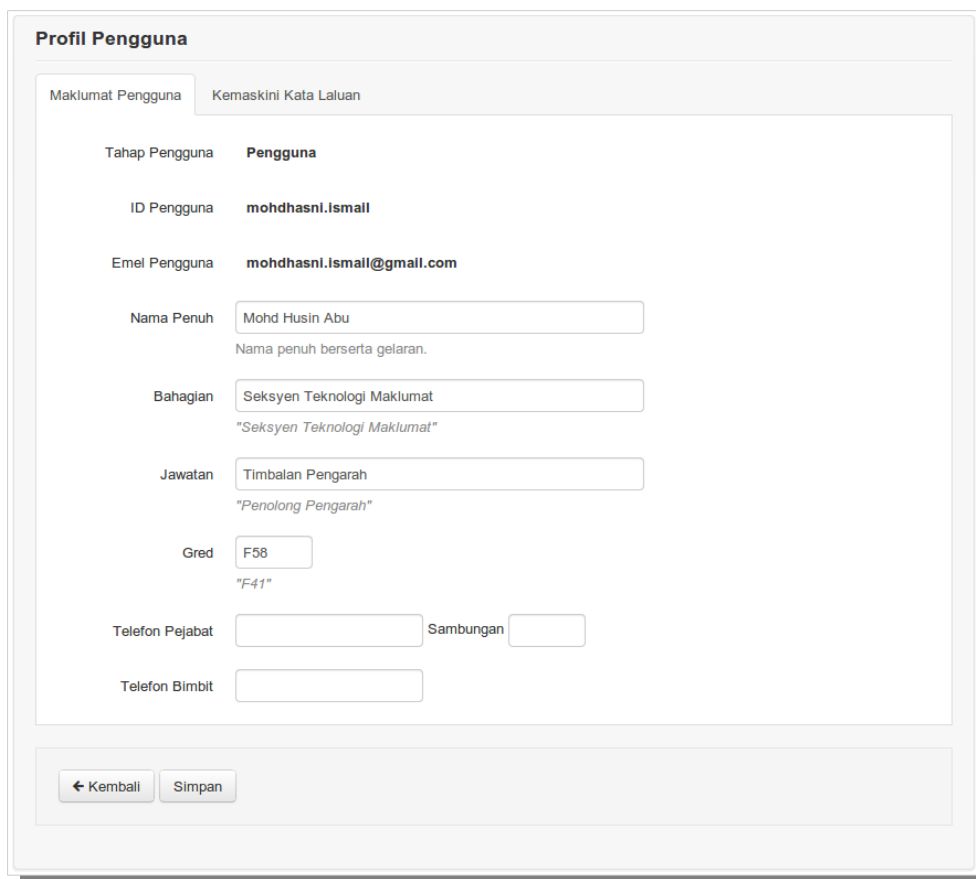
A		B	
1	username	ID pengguna - Wajib Diisi (pastikan tiada duplikasi)	
2	password	Kata Laluan pengguna - Wajib Diisi (pastikan ianya tidak berada didalam format 'hash-string')	
3	email	Emel pengguna - Wajib Diisi (pastikan tiada duplikasi)	
4	full name	Nama Penuh pengguna - Wajib Diisi	
5	position	Jawatan pengguna - Wajib Diisi	
6	position level	Pangkat pengguna - Wajib Diisi	
7	department	Jabatan pengguna - Wajib Diisi	
8	telephone	Nombor telefon untuk dihubungi - Wajib Diisi	
9	extension	Nombor sambungan pengguna	
10	mobile	Nombor telefon bimbit pengguna	
11			
12	Peringatan	** Sila isi berdasarkan arahan di atas ** Ada beberapa field yang boleh dikemaskini kemudian setelah pengguna diwujudkan di dalam sistem ** Kata Laluan tidak perlu diisi dalam format 'hash-string'	
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

Illustration 5.6: *Petunjuk* tab of the template.

	A	B	C	D	E	F	G	H
1	username	password	email	full name	position	position level	department	telephone
2	aaronaziz	mybooking123	aaron.aziz@email.com	Datuk Seri Harun bin Aziz	Penolong Pengarah	Jusa A	Seksyen Teknologi Maklumat	03-88887224
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
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25								
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30								
31								
32								
33								
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35								
36								
37								
38								

Illustration 5.7: *Templat* tab of the template.

5.1.2 Edit User



Profil Pengguna

Maklumat Pengguna Kemaskini Kata Laluan

Tahap Pengguna **Pengguna**

ID Pengguna **mohdhasni.ismail**

Emel Pengguna **mohdhasni.ismail@gmail.com**

Nama Penuh
Nama penuh berserta gelaran.

Bahagian
"Seksyen Teknologi Maklumat"

Jawatan
"Penolong Pengerah"

Gred
"F41"

Telefon Pejabat Sambungan

Telefon Bimbit

Illustration 5.8: User edit form.

Start editing user's information by clicking any row in the user list. Once clicked, user will be redirected to the page shown above. Modify or add any information provided in the **"Maklumat Pengguna"** tab. User may change the user's password by going into **"Kemaskini Kata Laluan"** tab. Click **"Simpan"** button to save the modified record. A success notification will appear if the record is saved while error notification if its the opposite.

5.2 Room Management

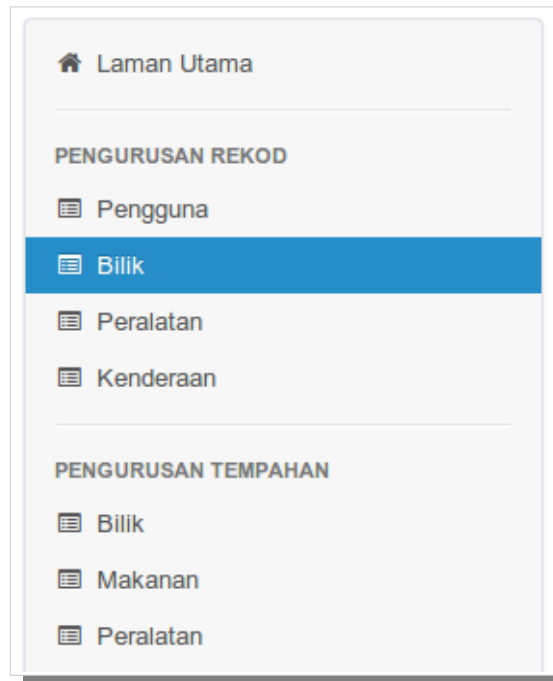


Illustration 5.9: Navigation list for room module.

To view the room list, click “**Bilik**” link under “**Pengurusan Rekod**” section in the navigation list. The list consists of active and inactive records and they can be differentiated by colour. A room which is inactive represented by a row with red colour. Admin can simply click on the record to view the room details.

Tambah Rekod

Hapus Rekod

	Nama Bilik	Lokasi	Blok / Bangunan	Aras	Penyelia	Maklumat Bilik
<input type="checkbox"/>	Bilik Auditorium 1	Cyberjaya	Blok B	Aras 1	Admin Utama	Kapasiti: 60 Fasiliti: Meja Bulat 30, Kerusi 70, Sistem Audio
<input type="checkbox"/>	Bilik Mesyuarat Cyber 2	Cyberjaya	Blok B	Aras 2	Admin Bahagian	Kapasiti: 30 Fasiliti: Projektor

Illustration 5.10: List of rooms.

5.2.1 Add Room

Tambah Bilik

Nama Bilik

Wajib

"Bilik Mesyuarat Cyber", "Auditorium 1", "Bilik Latihan"

Lokasi

Wajib

"Presint 1, Putrajaya", "Cyberjaya"

Blok / Bangunan

"Parcel A1", "B2"

Aras / Tingkat

"3", "4A"

Kapasiti Bilik

Wajib

Jumlah orang boleh dimuatkan. **Nombor sahaja.**

Fasiliti / Kemudahan

"2 projektor, 1 whiteboard besar"

Penerangan

Penerangan bilik.

Status

☒ Aktif
☐ Tidak Aktif

Penerangan tidak aktif.

[← Kembali](#)

[Simpan](#)

Illustration 5.11: Adding room form.

To add a room, click “**Tambah Rekod**” button located above the room list and the above form will be displayed. All fields with the sign **Wajib** next to it are required.

Fields:

<i>Nama Bilik*</i>	Name of room
<i>Lokasi*</i>	Location of room
<i>Blok / Bangunan</i>	Room Block / Building
<i>Aras / Tingkat</i>	Room Level / Floor
<i>Kapasiti Bilik*</i>	Room capacity
<i>Fasiliti / Kemudahan</i>	Room Facilities
<i>Penerangan</i>	Room Description
<i>Status</i>	Room Status
<i>* Mandatory fields</i>	

After all of the mandatory fields are filled, click “**Simpan**” button to save the record. If successful, user will be redirected back to room list page with the newly added room is in the list and success message indicates successful process will appear.

5.2.2 Edit Room

Kemaskini Bilik

Nama Bilik
"Bilik Mesyuarat Cyber", "Auditorium 1", "Bilik Latihan"

Lokasi
"Presint 1, Putrajaya", "Cyberjaya"

Blok / Bangunan
"Parcel A1", "B2"

Aras / Tingkat
"3", "4A"

Kapasiti Bilik
Jumlah orang boleh dimuatkan. **Nombor sahaja.**

Fasiliti / Kemudahan
"2 projektor, 1 whiteboard besar"

Penerangan
Penerangan bilik.

Status ☐ Aktif ☒ Tidak Aktif

Penerangan tidak aktif.

Illustration 5.12: Room profile page.

From the room list page, click on any room record listed in table and the page as shown above will be displayed. Update the fields and click **"Simpan"** button to update the record. System will be redirected back to the room list page with success message to indicate the record has been successfully updated.

To delete a room, simply tick the room using the checkboxes belong to it and then click “**Hapus Rekod**” button to delete. A confirmation will be prompted, then click “**Hapus Rekod**” button to proceed or click on “**Batal**” button to cancel. A message in green box will appear to indicate the record has been successfully deleted.

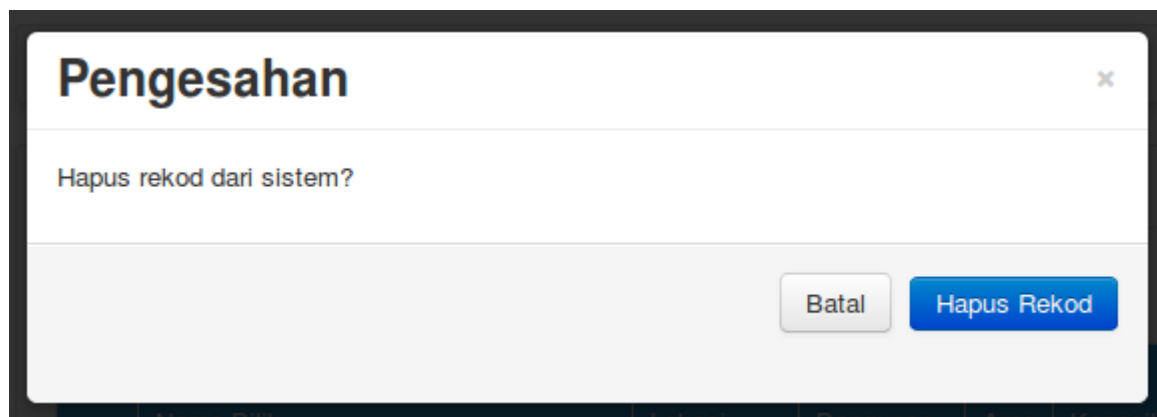


Illustration 5.13: Delete confirmation message.

5.3 Equipment Management

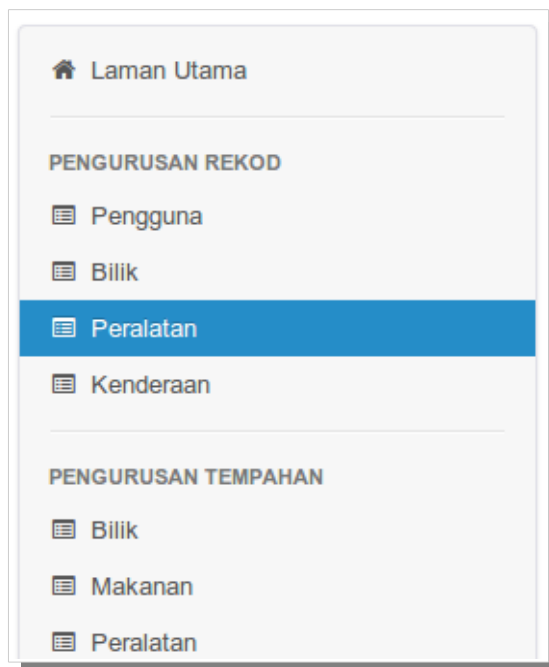


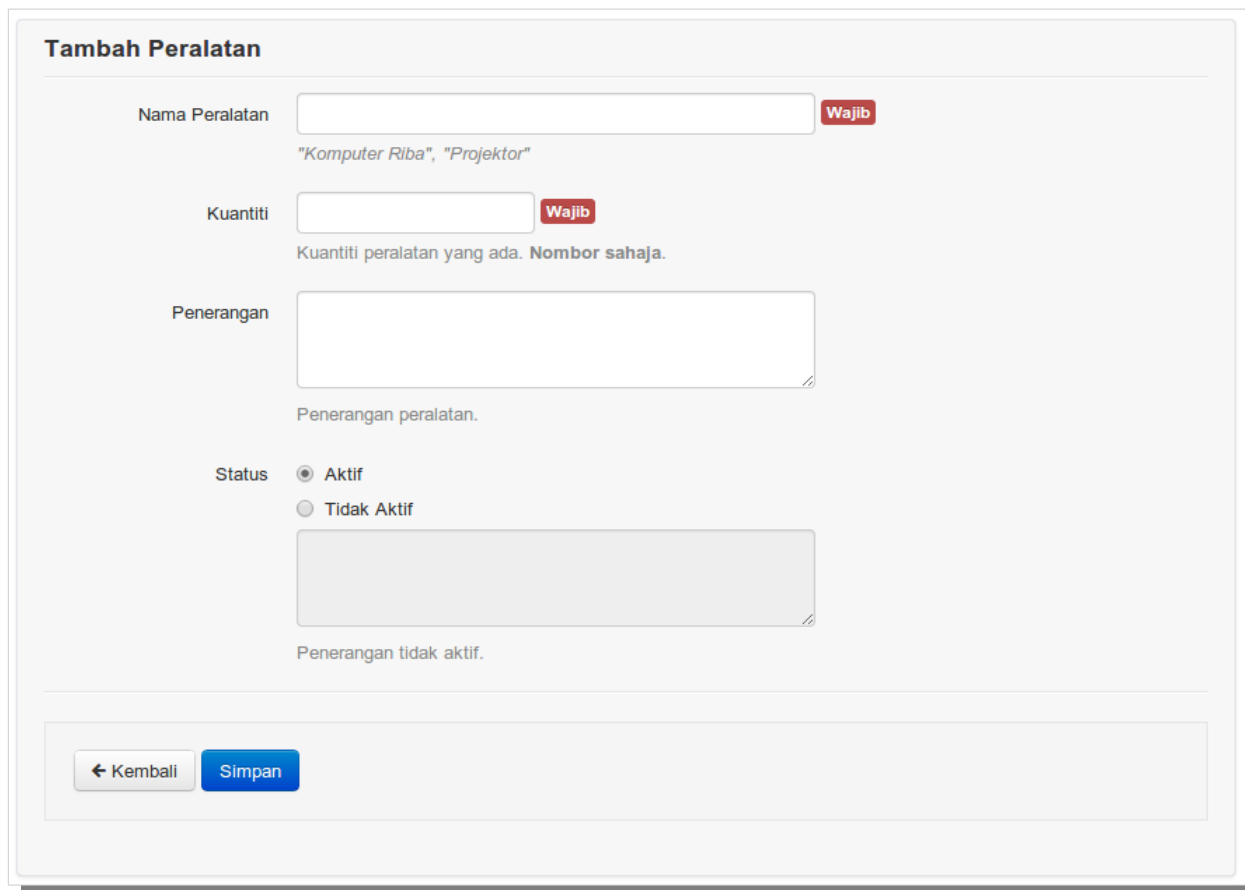
Illustration 5.14: Navigation list for equipment module.

To view the equipment list, click “**Peralatan**” link under “**Pengurusan Rekod**” section in the navigation list. The list consists of active and inactive records and they can be differentiated by colour. The equipment which is inactive represented by a row with red colour. Admin can simply click on the record to view the equipment details.

Senarai Peralatan		
<div>Tambah Rekod</div> <div>Hapus Rekod</div>		
	Nama Peralatan	Kuantiti
<input type="checkbox"/>	Chrome Book	40
<input type="checkbox"/>	Komputer Riba	25

Illustration 5.15: List of equipments.

5.3.1 Add Equipment



Tambah Peralatan

Nama Peralatan **Wajib**
"Komputer Riba", "Projektor"

Kuantiti **Wajib**
Kuantiti peralatan yang ada. Nombor sahaja.

Penerangan
Penerangan peralatan.

Status ☒ Aktif
☐ Tidak Aktif

Penerangan tidak aktif.

[← Kembali](#) [Simpan](#)

Illustration 5.16: Adding equipment form.

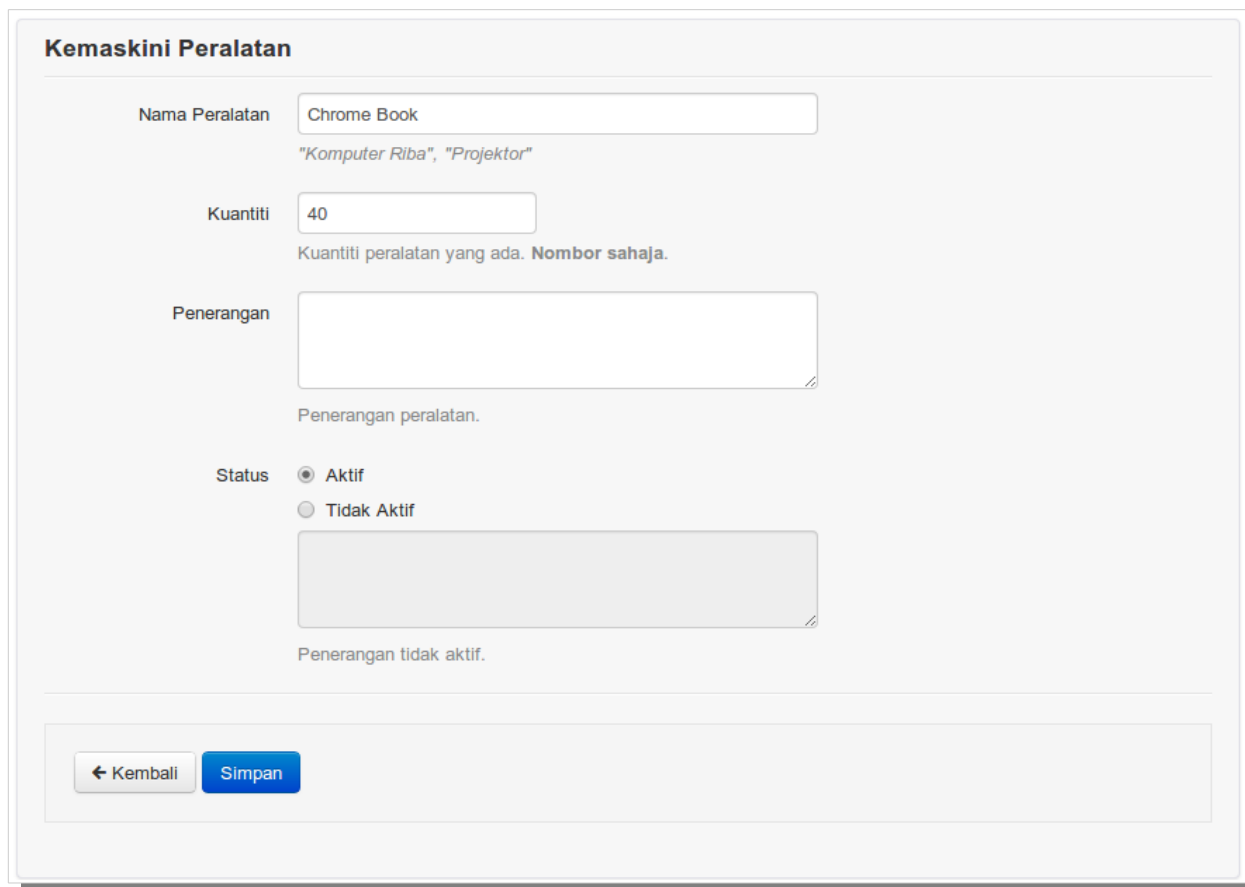
To add an equipment, click "**Tambah Rekod**" button located above the equipment list and the above form will be displayed. All fields with the sign **Wajib** next to it are required.

Fields:

<i>Nama Peralatan*</i>	Name of equipment
<i>Kuantiti*</i>	Equipment quantity
<i>Penerangan</i>	Equipment description
<i>Status</i>	Equipment status
<i>* Mandatory fields</i>	

After all of the mandatory fields are filled, click “**Simpan**” button to save the record. If successful, user will be redirected back to equipment list page with the newly added equipment is in the list and success message indicates successful process will appear.

5.3.2 Edit and Delete Equipment



Kemaskini Peralatan

Nama Peralatan
"Komputer Riba", "Projektor"

Kuantiti
Kuantiti peralatan yang ada. **Nombor sahaja.**

Penerangan
Penerangan peralatan.

Status ☒ Aktif
☐ Tidak Aktif

Penerangan tidak aktif.

Illustration 5.17: Equipment profile page.

From the equipment list page, click on any equipment record listed in table and the page as shown above will be displayed. Update fields and click “**Simpan**” button to update the record. System will be redirected back to the equipment list page with success message to indicate the record has been successfully updated.

To delete an equipment, simply tick the equipment using the checkboxes belong to it and then click “**Hapus Rekod**” button to delete. A confirmation will be prompted, then click “**Hapus Rekod**” button to proceed or click on “**Batal**” button to cancel. A message in green box will appear to indicate the record has been successfully deleted.

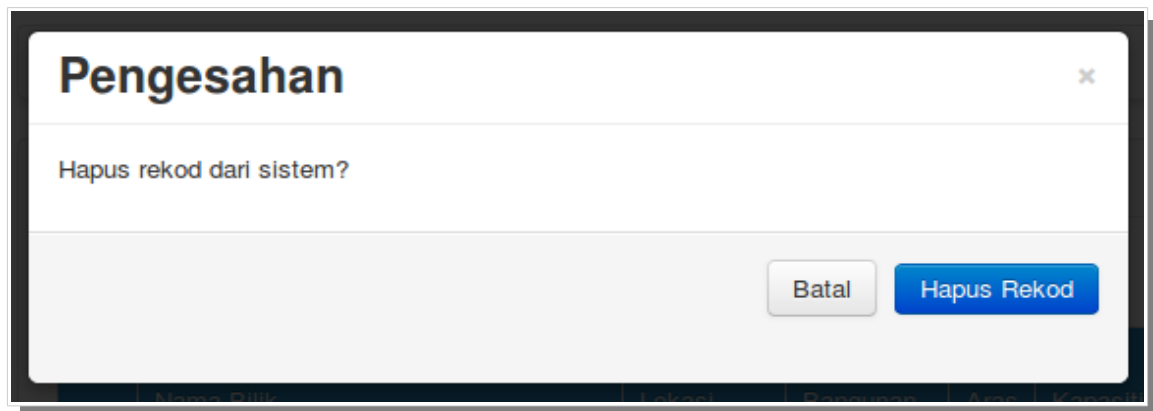


Illustration 5.18: Delete confirmation message.

5.4 Transportation Management

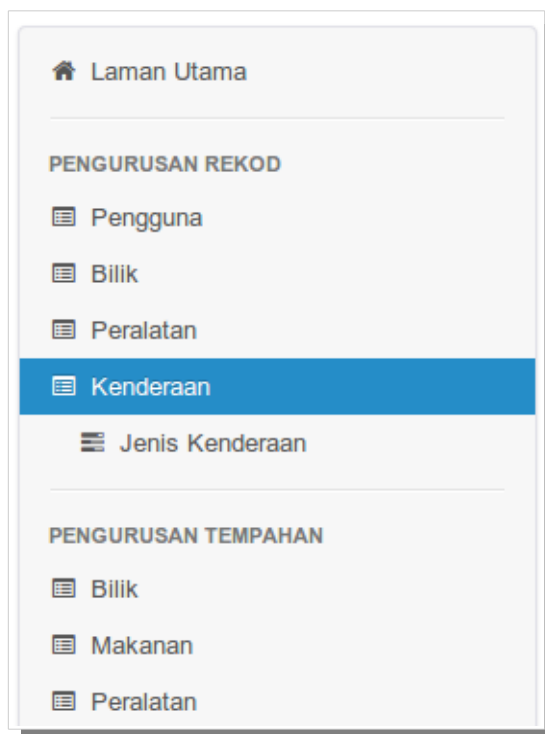


Illustration 5.19: Navigation list for transportation module.

To view the transport list, click “**Kenderaan**” link under “**Pengurusan Rekod**” section in the navigation list. The list consists of active and inactive records and they can be differentiated by colour. A transport which is inactive represented by a row with red colour. Admin can simply click on the record to view the transport details.

+ Tambah Rekod - Hapus Rekod			
	Model	Jenis	Berat Muatan (tan) / Bil. Penumpang (orang)
<input type="checkbox"/>	Toyota Fortuner	Pacuan Empat Roda	5 orang

Illustration 3.20: List of transportation

5.4.1 Add Transport

Tambah Kenderaan

Model **Wajib**
"Proton Perdana V6", "Toyota Fortuner"

Jenis **Wajib**

Muatan **Wajib**
Jumlah muatan kenderaan. **Nombor sahaja.**

Penerangan
Penerangan kenderaan

Status ☒ Aktif
☐ Tidak Aktif

Penerangan tidak aktif.

Illustration 5.21: Adding transport form.

To add a transport, click “**Tambah Rekod**” button located above the transport list and the above form will be displayed. All fields with the sign **Wajib** next to it are required.

Fields:

<i>Model*</i>	Model of the transport
<i>Jenis*</i>	Type of the transport
<i>Muatan*</i>	Transportation cargo type
<i>Penerangan</i>	Description of the transport
<i>Status</i>	Transportation status

** Mandatory fields*

After all of the mandatory fields are filled, click “**Simpan**” button to save the record. If successful, user will be redirected back to transport list page with the newly added transport is in the list and success message indicates successful process will appear.

5.4.2 Edit and Delete Transport

Kemaskini Kenderaan

Model
"Proton Perdana V6", "Toyota Fortuner"

Jenis

Muatan
Jumlah muatan kenderaan. **Nombor sahaja.**

Penerangan
Penerangan kenderaan

Status ☐ Aktif
☒ Tidak Aktif

Penerangan tidak aktif.

Illustration 5.22: Transport profile page.

From the transport list page, click on any transport record listed in table and the page as shown above will be displayed. Update fields and click “**Simpan**” button to update the record. System will be redirected back to the transport list page with success message to indicate the record has been successfully updated.

To delete a transport, simply tick the transport using the checkboxes belong to it and then click “**Hapus Rekod**” button to delete. A confirmation will be prompted, then click “**Hapus Rekod**” button to proceed or click on “**Batal**” button to cancel. A message in green box will appear to indicate the record has been successfully deleted.

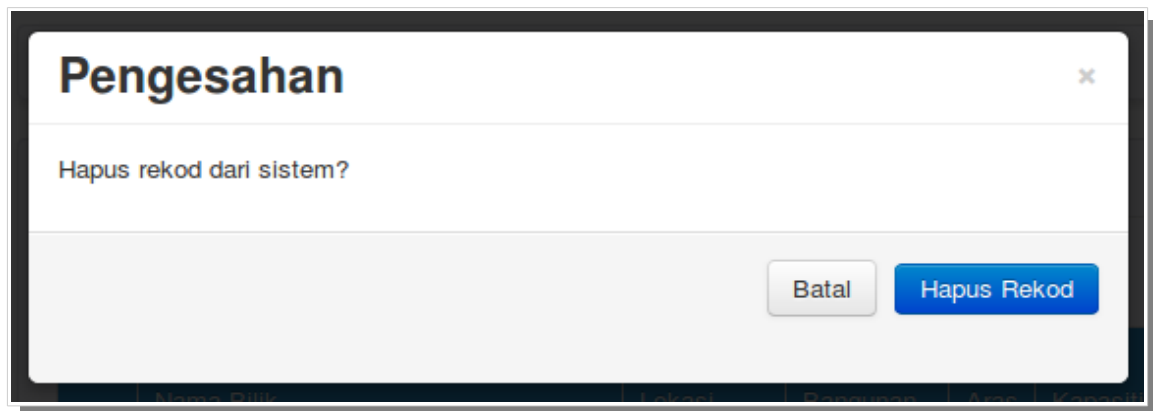


Illustration 5.23: Delete confirmation message.

5.4.3 Transport Type Module

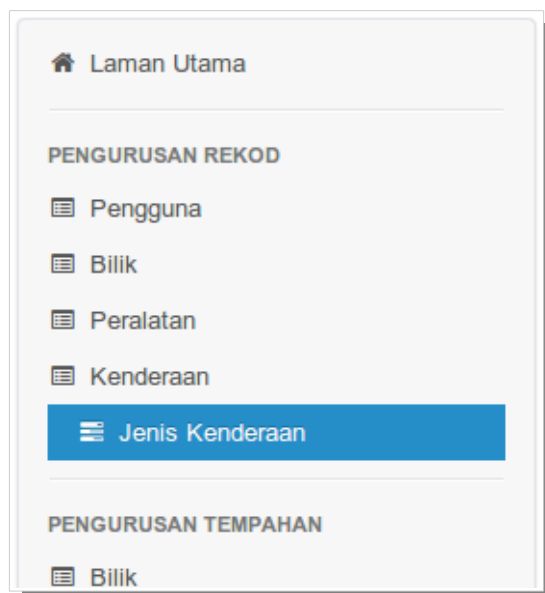


Illustration 5.24: Navigation list for transport type.

It is important to create at least a transport type record before the transport record itself. To view the transport type list, click “**Jenis Kenderaan**” link under “**Pengurusan Rekod**” section in the navigation list. Admin can simply click on the record to view the room details.



Tambah Rekod Hapus Rekod	
Jenis	Unit
<input type="checkbox"/> Pacuan Empat Roda	2
<input type="checkbox"/> Kereta	2
<input type="checkbox"/> Roda Dua	2
<input type="checkbox"/> Bas	1

Illustration 5.25: Transport type list.

5.4.3.1 Add Transport Type

Illustration 5.26: Transport type form.

To add a transport type, click “**Tambah Rekod**” button located above the transport type list and the above form will be displayed. All fields with the sign **Wajib** next to it are required.

Fields:

<i>Jenis Kenderaan</i>	Type of transportation name
<i>Jenis Muatan</i>	Type of cargo or people
<i>* Mandatory fields</i>	

After all of the mandatory fields are filled, click “**Simpan**” button to save the record. If successful, user will be redirected back to transport type list page with the newly added transport type is in the list and success message indicates successful process will appear.

5.4.3.2 Edit and Delete Transport Type

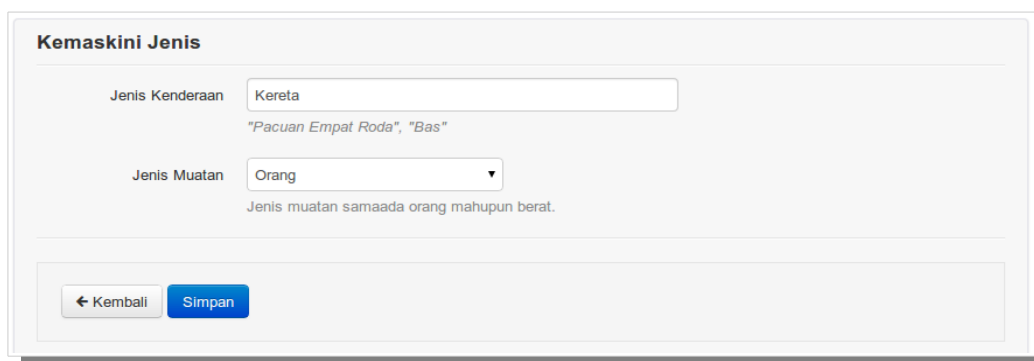


Illustration 5.27: Transport type edit page

From the transport type list page, click on any room record listed in table and the page as shown above will be displayed. Update fields and click “**Simpan**” button to update the record. System will be redirected back to the transport type list page with success message to indicate the record has been successfully updated.

To delete a transport type, simply tick the transport type using the checkboxes belong to it and then click “**Hapus Rekod**” button to delete. A confirmation will be prompted, then click “**Hapus Rekod**” button to proceed or click on “**Batal**” button to cancel. A message in green box will appear to indicate the record has been successfully deleted.

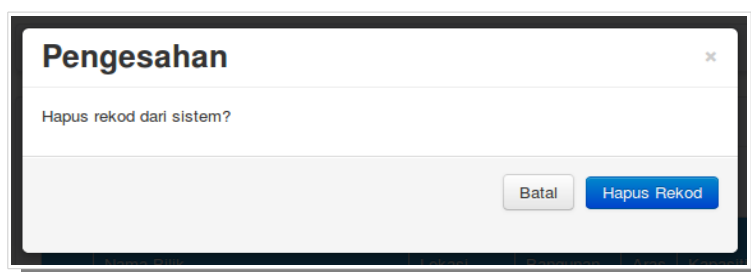


Illustration 5.28: Delete confirmation message.

6 BOOKING MANAGEMENT

6.1 Room Booking Management

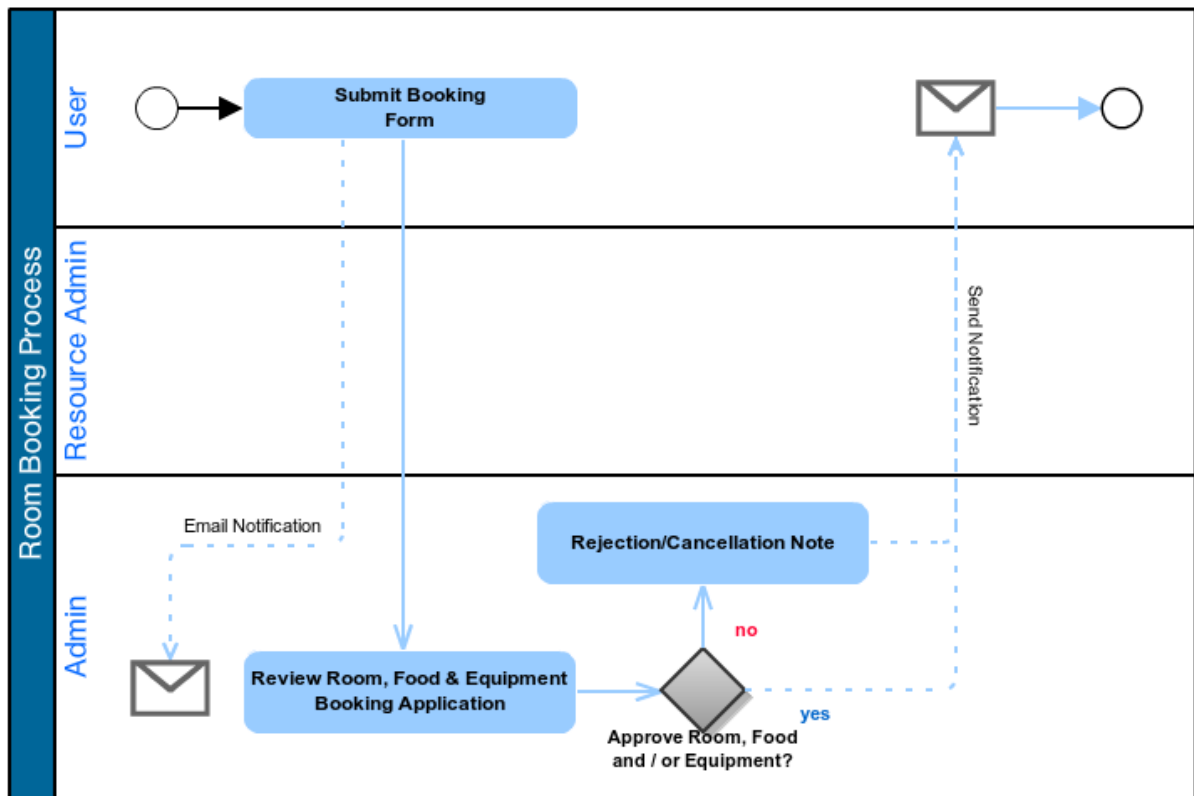


Illustration 6.1: Booking process for rooms without resource owner.

Shown above is a complete booking process for a room without a resource owner. This means that the room is under the management of the system administrator. When a user make a booking application, it will be sent to the system administrator. System administrator is also known as **“Pentadbir Utama”**.

The approval process for this type of booking only involves one (1) step which is taken care by the system administrator. When system administrator approves the booking, it will be applied to the selected room, food and equipments at once. If he/she rejected the booking, then it will also apply to all resource selected in that booking application. Each action performed in the booking process will generate an email notification and it will send to the users respectively.

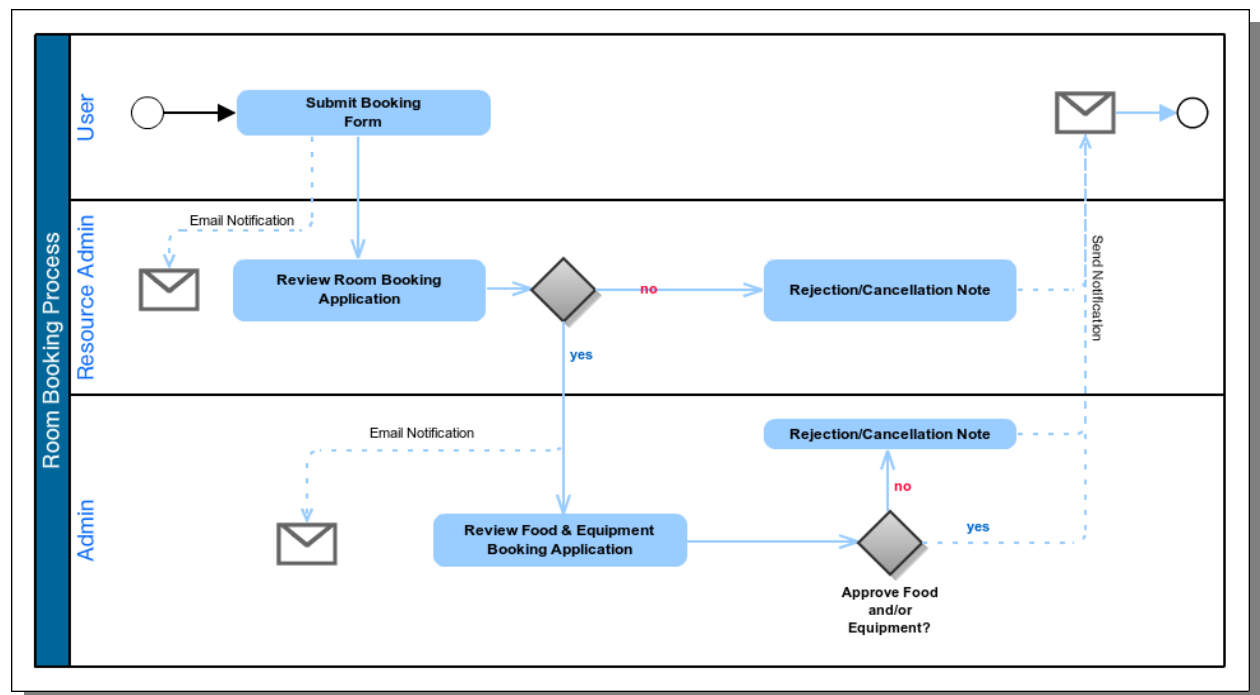


Illustration 6.2: Booking process for rooms with resource owner.

Shown above is a complete booking process for a room with resource owner. When a user made a booking application, it will be sent to the resource owner. Resource owner is also known as “**Pentadbir Bahagian**”.

If the resource owner approve the room booking, if there is other booking comes with it (food and equipment), the application will be forwarded to the system administrator to take action. A room booking is still valid when it is approved, even though the food or equipment booking that come with it are not approved by the system administrator.

If the resource owner disapproved the room booking, the entire booking process is considered finished with the result that the booking process is rejected. Each action performed in the booking process will generate an email notification and it will send to the users respectively.



Illustration 6.3: Navigation list for room booking management.

Room booking management is the main feature of MyBooking system and it is integrated with food and equipment module. This module allows user to book a room with food and equipments. Navigate to the room booking management by clicking “**Bilik**” link under “**Pengurusan Tempahan**” section in navigation list. The system will display a room booking list with various approval status types.

A screenshot of the 'Room booking list' interface in the MyBooking system. At the top right, there is an 'Admin' dropdown menu. Below it, there is a 'Tambah Rekod' (Add Record) button and a 'Papar Semua' (View All) dropdown menu. A legend bar shows five status types with corresponding icons: 'Belum Lulus' (Not Approved), 'Dalam Proses' (In Progress), 'Telah Lulus' (Approved), 'Ditolak' (Rejected), and 'Batal' (Cancelled). The main part of the interface is a table with four columns: 'Nama Bilik' (Room Name), 'Maklumat Tempahan' (Booking Information), 'Tarikh' (Date), and 'Status'. The table contains three rows of booking data. At the bottom right, it says 'Papar 1 - 3 daripada 3 rekod' (View 1 - 3 of 3 records).

Nama Bilik	Maklumat Tempahan	Tarikh	Status
Bilik Auditorium 1 Aras 1 Blok B, Cyberjaya	Tujuan: Mesyuarat Jawatankuasa A Bil. 7 Urusetia: Pengguna Tempahan Makanan: Ada Tempahan Peralatan: Ada	30/05/2013 15:00pm - 20:00pm	✓
Bilik Auditorium 1 Aras 1 Blok B, Cyberjaya	Tujuan: Mesyuarat Jawatankuasa A Bil. 5 Urusetia: Pengguna Tempahan Makanan: Ada Tempahan Peralatan: Tiada	03/06/2013 07:00am - 13:00pm	✓
Bilik Auditorium 1 Aras 1 Blok B, Cyberjaya	Tujuan: Mesyuarat Jawatankuasa A Bil. 6 Urusetia: Pengguna Pengerusi: Pengguna 2 Tempahan Makanan: Tiada Tempahan Peralatan: Tiada	20/06/2013 05:00am - 13:00pm	✓

Illustration 6.4: Room booking list.

The approval status are consist of “**Lulus**” (approved), “**Belum Lulus**” (not yet approved), “**Dalam Proses**” (in process) “**Ditolak**” (rejected) and “**Batal**” (cancelled). These approval status are differentiated by different icon and colour to help user to recognise them easily.

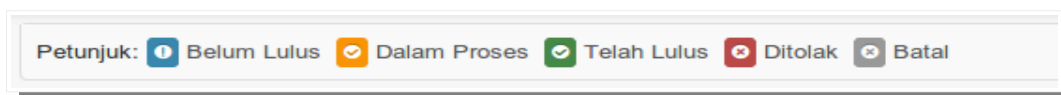


Illustration 6.5: Status legend.

Legend description

Lulus	Booking which has been approved.
Belum Lulus	Booking which pending for approval.
Dalam Proses	Booking which involving two approval steps and the first step (room approval) has been through. This is only happens to a booking with a room owned by “ Pentadbir Bahagian ”.
Ditolak	Booking which has been rejected.
Batal	Booking which has been cancelled.

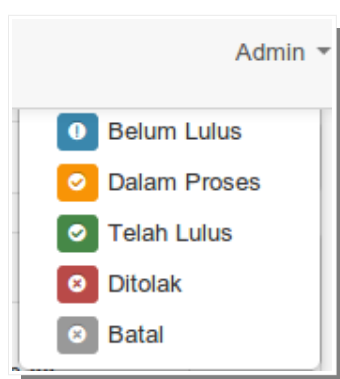


Illustration 6.6: *Papar Semua* button

Besides the legend, a drop down consists of the approval statuses also provided for user convenience. Choosing one of them will update the booking list accordingly.

6.1.1 Add Booking

To add a room booking, click “**Tambah Rekod**” button located above the room booking list. The system will load the room booking form as shown below.

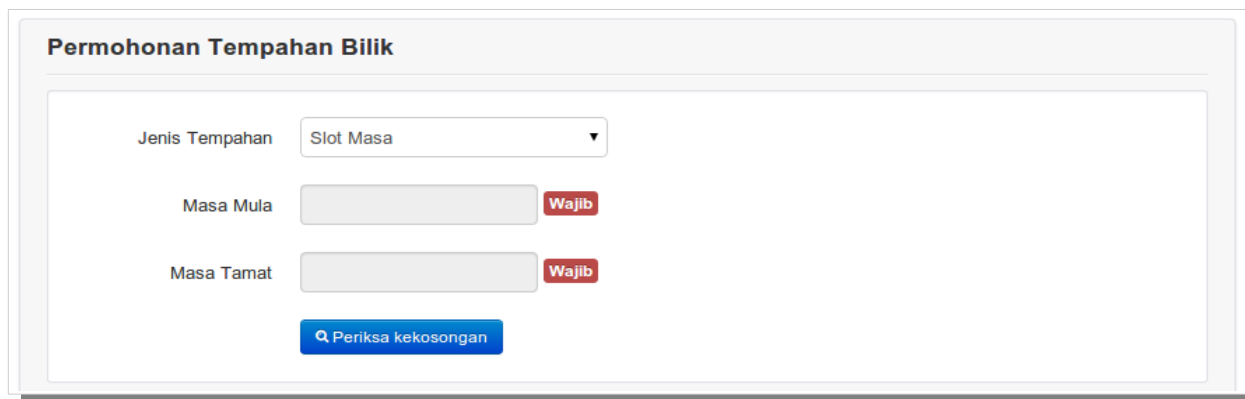


Illustration 6.7: Room booking form.

Start the booking process by choosing a booking type and date/time for the booking. Next click “**Periksa kekosongan**” button to check room availability. If there is a room available, additional form will appear below the form and user can proceed with filling up required fields. All fields with the sign **Wajib** next to it are required.

Fields:

<i>Jenis Tempahan*</i>	Choose whether to book the full day or time-period based
<i>Masa Mula*</i>	Start date and time
<i>Masa Tamat*</i>	End date and time
<i>* Mandatory fields</i>	

Permohonan Tempahan Bilik

Jenis Tempahan: Slot Masa

Masa Mula: 04/25/2013 09:00:00 am

Masa Tamat: 04/25/2013 01:00:00 pm

[Periksa kekosongan](#)

✓ Ada kekosongan. Sila teruskan tempahan.

Maklumat Mesyuarat | Maklumat Tempahan Makanan | Maklumat Tempahan Peralatan

Bilik: - Sila Pilih **Wajib**

Nama Mesyuarat: **Wajib**
Mesyuarat Jawatankuasa A Bil. 1

Urusetia: Taip Nama Urusetia **Wajib**

Pengerusi: Taip Nama Pengerusi

Bil. Pegawai Agensi: 0
Nombor sahaja.

Bil. Pegawai Luar: 0
Nombor sahaja.

Catatan:

[← Kembali](#) [Simpan](#)

Illustration 6.8: *Maklumat Mesyuarat's* tab form.

The additional form should appear as shown above. Fill in the form as required and if there is a requirement for food and equipment, user can do so by changing tab “**Maklumat Tempahan Makanan**” and “**Maklumat Tempahan Peralatan**” respectively.

Fields:

<i>Bilik*</i>	Room name
<i>Nama Mesyuarat*</i>	Meeting name
<i>Urusetia*</i>	Secretariat name
<i>Pengerusi</i>	Chairman name
<i>Bil. Pegawai Agensi</i>	Number of agency officers
<i>Bil. Pegawai Luar</i>	Number of outside officers
<i>Penerangan</i>	Meeting description
<i>* Mandatory fields</i>	

Illustration 6.9: Food booking tab.

<i>Jenis Tempahan</i>	Order type: “Pagi” (breakfast), “Tengahari” (lunch), “Petang” (tea-time) and “Malam” (dinner).
<i>Jumlah Pegawai</i>	Total number of participants.
<i>Penerangan</i>	Order description.
<i>* Mandatory fields</i>	

Maklumat Mesyuarat	Maklumat Tempahan Makanan	Maklumat Tempahan Peralatan												
<p>Peralatan</p> <table border="1"> <tr> <td>Whiteboard</td> <td>12 unit</td> <td>0</td> </tr> <tr> <td>Wireless Pointer</td> <td>10 unit</td> <td>0</td> </tr> <tr> <td>Meja Tambahan</td> <td>4 unit</td> <td>0</td> </tr> <tr> <td>Chrome Book</td> <td>40 unit</td> <td>0</td> </tr> </table>			Whiteboard	12 unit	0	Wireless Pointer	10 unit	0	Meja Tambahan	4 unit	0	Chrome Book	40 unit	0
Whiteboard	12 unit	0												
Wireless Pointer	10 unit	0												
Meja Tambahan	4 unit	0												
Chrome Book	40 unit	0												
<p>✓ Senarai kekosongan peralatan telah dikemaskinikan.</p>														
<p>Bantuan Teknikal <input type="checkbox"/> Diperlukan</p>														
<p>Catatan</p> <div></div>														

Illustration 6.10: Equipment booking tab

Fields:

<i>Peralatan</i>	Number of equipments required.
<i>Bantuan Teknikal</i>	Request for technical support to install the equipment or to standby during the event.
<i>Penerangan</i>	Notes or special request.
<i>* Mandatory fields</i>	

Once the form is completed, click on the “**Simpan**” button to submit. System will send an email notification to the room owner (either “**Pentadbir Utama**” or “**Pentadbir Bahagian**”) for the approval process. An email notification will be sent to the user when the booking process has completed.

6.1.2 Approve, Reject or Cancel Booking

The screenshot displays a web form titled "Permohonan Tempahan Bilik". It is divided into two main sections: booking details and approval information.

Booking Details:

- Jenis Tempahan: Sepanjang Hari
- No. Rujukan Tempahan: B13032417315753
- Ditempah Pada: 24/03/2013 17:31 pm
- Masa Mula: 29/03/2013 10:00 am
- Masa Tamat: 29/03/2013 14:00 pm
- Bilik: Bilik Perbincangan Cyber Utara

Approval Information:

There are two tabs: "Maklumat Mesyuarat" (selected) and "Maklumat Tempahan Makanan".

Maklumat Mesyuarat:

- Nama Mesyuarat: TOT MyTaskManager kepada staff MAMPU
- Urusetia: Muhammad Hadzrin
- Pengerusi: Madam Tan King Ing
- Bil. Pegawai Agensi: 9
- Bil. Pegawai Luar: 0
- Catatan: (empty text area)

Bottom Section:

- Tempahan Bilik: A dropdown menu with the text "Sila Pilih".
- Tempahan Makanan: A dropdown menu with the text "Sila Pilih".
- Buttons: "Kembali" (with a left arrow) and "Simpan" (in a blue box).

Illustration 6.11: Booking information for review and approval.

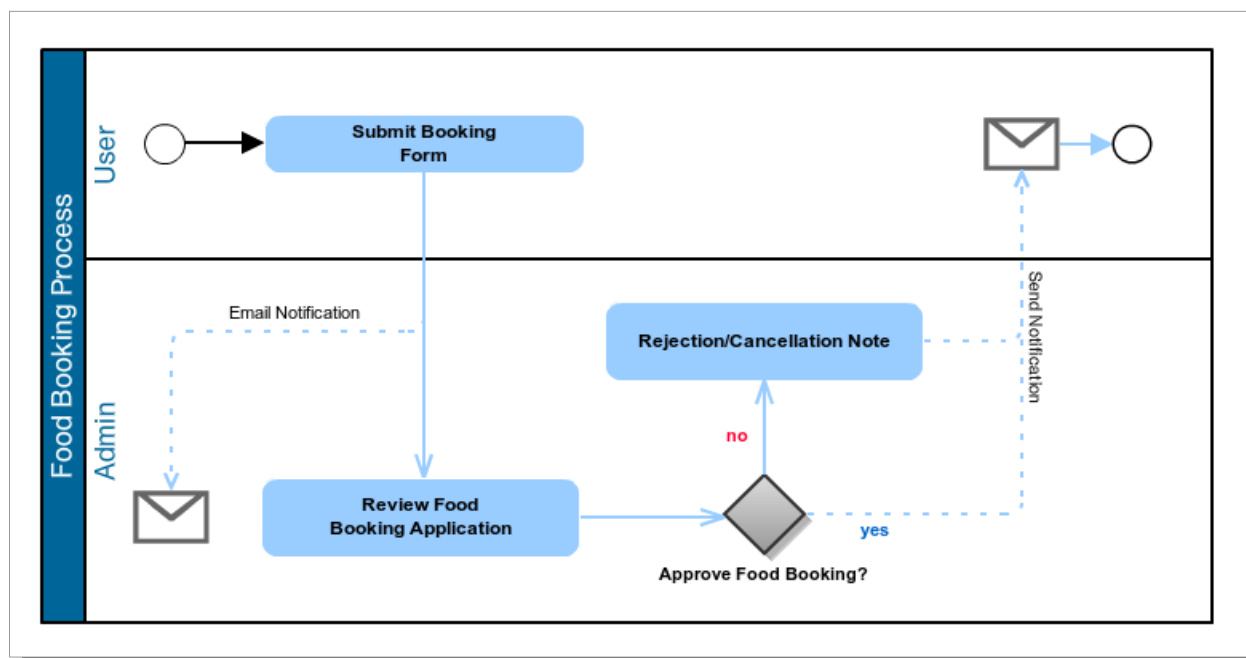
In order to set approval for booking, choose one of the booking record available in the booking list and it will redirect to this page. Approve, reject or cancel the booking by selecting an option from the drop down at the bottom part of the form. In certain circumstances where the room is belong to **"Pentadbir Bahagian"** (room owner), there will be two (2) steps of approval involved. First, the room owner must approve **"Tempahan Bilik"**, only then **"Pentadbir Utama"** can approve **"Tempahan Makanan"** and **"Tempahan Peralatan"** using the following drop down. Second steps only happens when the first step is approved. If the first steps is rejected or cancelled, the entire

approval process is considered done since the second step is no longer needed. In the other words, once the owner room rejected or cancelled the room approval, there is no need to proceed both food and equipment.

When viewing the room booking details, only selected booking will appear. For example, if a user make a room booking together with food, only “**Maklumat Mesyuarat**” and “**Maklumat Tempahan Makanan**” tabs will appear in the form.

To set the approval, simple choose an approval type from the drop down list and click “**Simpan**” to proceed.

6.2 Food Booking Management



Shown above is a complete booking process for food in MyBooking system. The food management is handled by the system administrator. When a user make a booking application, it will be sent to the system administrator.

The approval process for this booking type only involves one (1) step which is taken care by the system administrator. When system administrator set approval for the booking, system will generate an email notification and it will send to the users respectively.

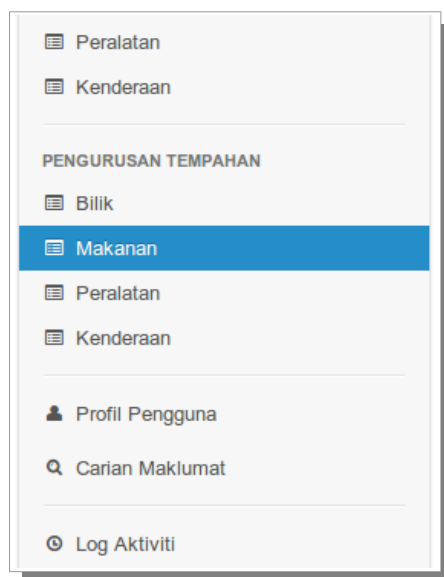


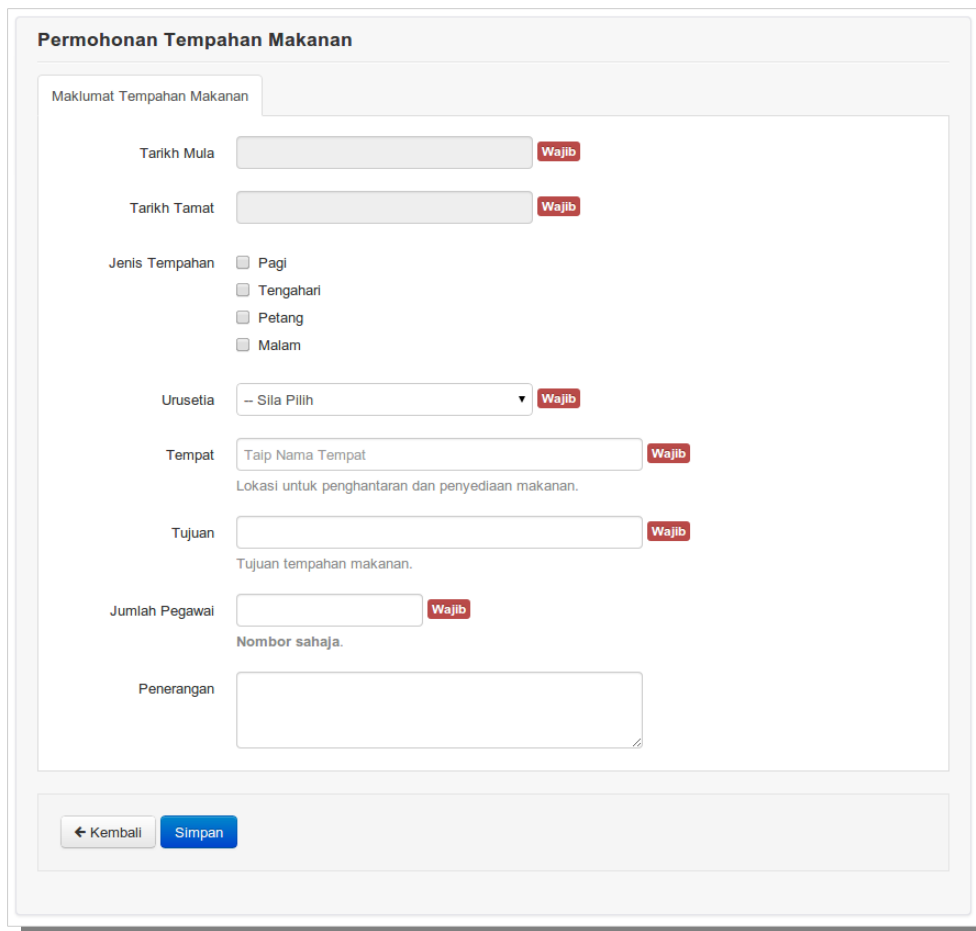
Illustration 6.12: Navigation list food booking module.

User may use this alternative module to make a food booking which does not tie to any room registered in this system. To get into this module, click “**Makanan**” link in “**Pengurusan Tempahan**” section at navigation list.

Admin ▾			
Petunjuk: Belum Lulus Telah Lulus Ditolak Batal			
Nama Bilik	Maklumat Tempahan	Tarikh	Status
pe	Urusetia: Admin Jenis: Pagi, Tengahari, Petang Jumlah Pax: 12	31/05/2013	
Bilik Mesyuarat Cyber 2 Aras 2, Blok B Cyberjaya	Urusetia: Pengguna Jenis: Pagi, Tengahari Jumlah Pax: 4	03/06/2013	
Bilik Auditorium 1 Aras 1, Blok B Cyberjaya	Urusetia: Pengguna Jenis: Pagi, Tengahari, Petang Jumlah Pax: 14	05/06/2013	
Bilik Auditorium 1 Aras 1, Blok B Cyberjaya	Urusetia: Admin Jenis: Pagi, Tengahari, Petang Jumlah Pax: 11	03/06/2013	
Paparannya 1 - 4 daripada 4 rekod			

Illustration 6.13: Food booking list.

6.2.1 Add Booking



Permohonan Tempahan Makanan

Maklumat Tempahan Makanan

Tarikh Mula **Wajib**

Tarikh Tamat **Wajib**

Jenis Tempahan ☐ Pagi
☐ Tengahari
☐ Petang
☐ Malam

Urusetia **Wajib**

Tempat **Wajib**
Lokasi untuk penghantaran dan penyediaan makanan.

Tujuan **Wajib**
Tujuan tempahan makanan.

Jumlah Pegawai **Wajib**
Nombor sahaja.

Penerangan

[← Kembali](#) [Simpan](#)

Illustration 6.14: Food booking form.

To create a food booking, click “**Tambah Rekod**” button which located above the food booking list and it will redirect to this page. Complete the form and make sure all fields with the sign **Wajib** next to it are required. Click “**Simpan**” button to submit the form. If successful, user will be redirected back to food booking list with a success message, but if it fails, user will be prompted to correct the mistakes.

Fields:

<i>Tarikh Mula*</i>	Start date
<i>Tarikh Tamat*</i>	End date
<i>Jenis Tempahan*</i>	Order Type: breakfast,lunch,tea,dinner
<i>Urusetia*</i>	Secretariat name
<i>Tempat*</i>	Location for delivery and preparation food
<i>Tujuan*</i>	The purpose of food order
<i>Jumlah Pegawai*</i>	Total of officer
<i>Penerangan</i>	Order description
<i>* Mandatory fields</i>	

6.2.2 Approve, Reject or Cancel Booking

Permohonan Tempahan Makanan

Maklumat Tempahan Makanan

No. Rujukan Tempahan	M1303241646131
Ditengah Pada	24/03/2013 16:46 pm
Tarikh Mula	26/03/2013 08:00 am
Tarikh Tamat	26/03/2013 18:00 pm
Jenis Tempahan	Pagi, Tengahari, Petang, Malam
Urusetia	Jeneral Prof. Tan Sri Dato [®] Dr. Ir. Hj. Mohd Hasni
Tempat	Bilik Mesyuarat 6, aras Tingkat 2 blok Blok B2 Cyberjaya
Tujuan	Makanan untuk staff tambahan
Jumlah Pegawai	12
Catatan	

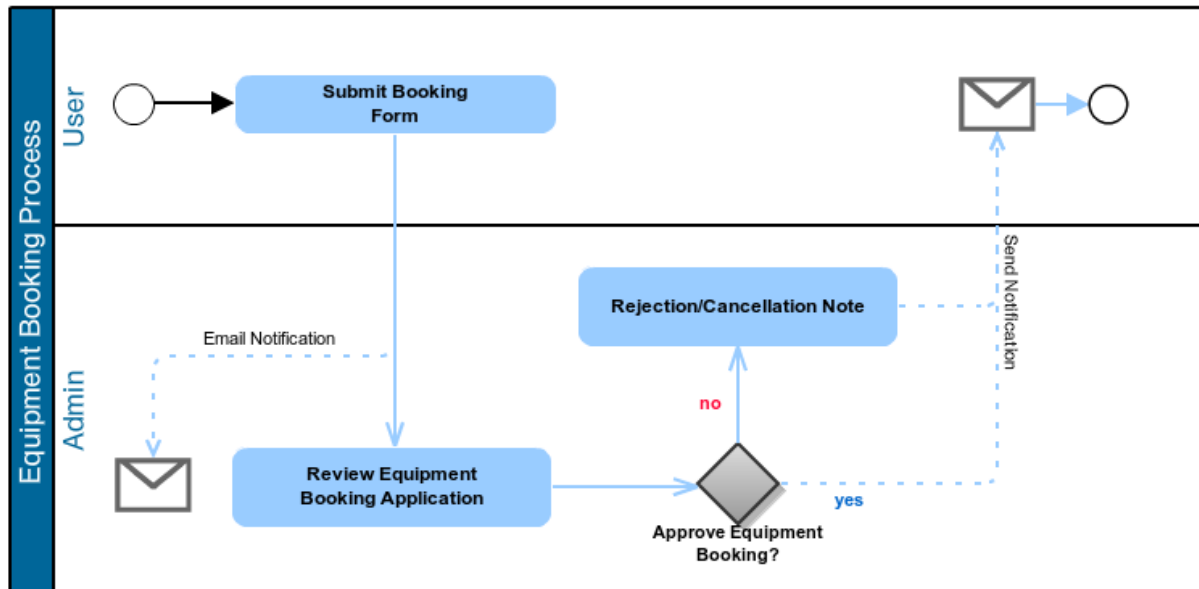
Status Tempahan:

[← Kembali](#) [Simpan](#)

Illustration 6.15: Booking approval form.

In order to set approval for food booking, choose any of the booking available in the food booking list and it will redirect to this page. Approve, reject or cancel the booking by changing the value of “**Status Tempahan**” field. When the selection is done, user may proceed to click “**Simpan**” to save or “**Kembali**” to return to room booking list.

6.3 Equipment Booking Management



Shown above is a complete booking process for equipments in MyBooking system. The equipment management is handled by the system administrator. When a user make a booking application, it will be sent to the system administrator.

The approval process for this booking type only involves one (1) step which is taken care by the system administrator. When system administrator set approval for the booking, system will generate an email notification and it will send to the users respectively.

Senarai Tempahan Peralatan

Tambah Rekod

Hapus Rekod

Papar Semua

Petunjuk:

Belum Lulus

Telah Lulus

Ditolak

Batal

	Tempat	Maklumat Tempahan	Tarikh	Status
<input type="checkbox"/>	Bilik Perbincangan Cyber Utara, Aras 3A Parcel B3 Putrajaya	Peralatan: Whiteboard (1 unit) Meja Tambahan (2 unit) Bantuan Teknikal: Tidak	27/03/2013 07:00am - 14:00pm	<div></div>
<input type="checkbox"/>	Auditorium 1, aras Aras 1 blok Parcel B2 Cvberiaja	Peralatan: Wireless Pointer (1 unit)	26/03/2013 07:00am - 09:00am	<div></div>

Illustration 6.17: Navigation list for equipment booking management.

User may use this alternative module to create an equipment booking which does not tie to any room registered in this system. To get into this module, click “**Peralatan**” link in “**Pengurusan Tempahan**” section at navigation list.

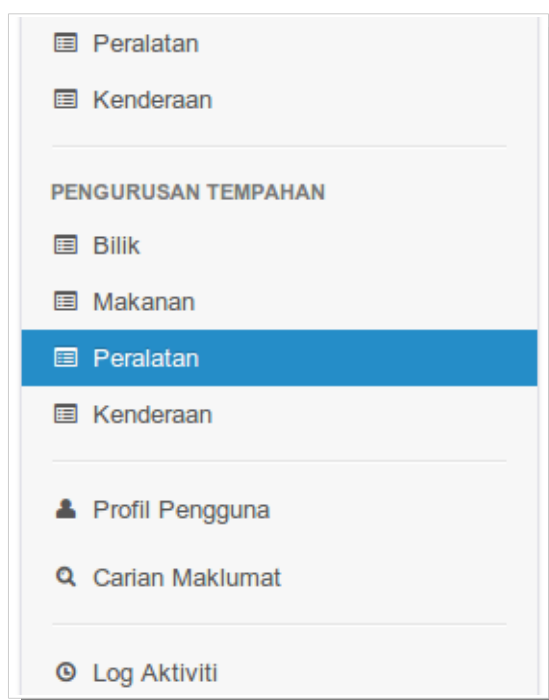


Illustration 6.18: Equipment booking list.

6.3.1 Add Booking

Permohonan Tempahan Peralatan

Jenis Tempahan ☐ Sepanjang hari

Masa Mula **Wajib**

Masa Tamat **Wajib**

Kemaskini Status Peralatan

Peralatan	Unit	0
Whiteboard	12 unit	0
Wireless Pointer	10 unit	0
Meja Tambahan	4 unit	0
Chrome Book	40 unit	0

Maklumat Tempahan Peralatan

Urusetia **Wajib**

Tempat **Wajib**
Tempat di mana peralatan akan digunakan.

Tujuan **Wajib**
Tujuan tempahan peralatan.

Bantuan Teknikal ☐ Diperlukan

Penerangan

Kembali Simpan

Illustration 6.19: Equipment booking form.

Book equipments by clicking “**Tambah Rekod**” button at the upper left of equipment booking list and it will lead to this page. Choose date and time for the booking to take place and click “**Kemaskini Status Peralatan**”. It will then refresh the equipment list available on that date. Enter appropriate number of equipments to book, and fill in the form with appropriate information depending on the fields. Same with the other forms, fields with a red box and “**Wajib**” wording are mandatory fields. Upon finishing the form, click “**Simpan**” button to proceed with the booking. If successful, user will be led back to equipment booking list with a success notification, but if it fails, user will be prompt to correct the mistakes.

Fields:

<i>Jenis Tempahan</i>	To check either your booking is for the whole day or not
<i>Masa Mula*</i>	Start date
<i>Masa Tamat*</i>	End date
<i>Peralatan*</i>	The amount of equipment required * Click “ Kemaskini Status Peralatan ” button to check the amount of equipment available
<i>Urusetia*</i>	Secretariat name
<i>Tempat*</i>	The place where the equipment will be used
<i>Tujuan*</i>	Equipment booking purposes
<i>Bantuan Teknikal</i>	To check whether need technical support or not
<i>Penerangan</i>	Booking description
<i>* Mandatory Fields</i>	

6.3.2 Approve, Reject and Cancel Booking

Permohonan Tempahan Peralatan

No. Rujukan Tempahan	P1303242242481	
Ditempah Pada	24/03/2013 22:42 pm	
Jenis Tempahan	Slot Masa	
Masa Mula	26/03/2013 07:00 am	
Masa Tamat	26/03/2013 09:00 am	
Peralatan	Wireless Pointer	1 unit

Maklumat Tempahan Peralatan

Urusetia	Faizal Kamilah
Tempat	Auditorium 1, aras Aras 1 blok Parcel B2 Cyberjaya
Tujuan	Pembentangan cadangan penambahbaikan MyMesyuarat
Bantuan Teknikal	Tidak Diperlukan
Penerangan	

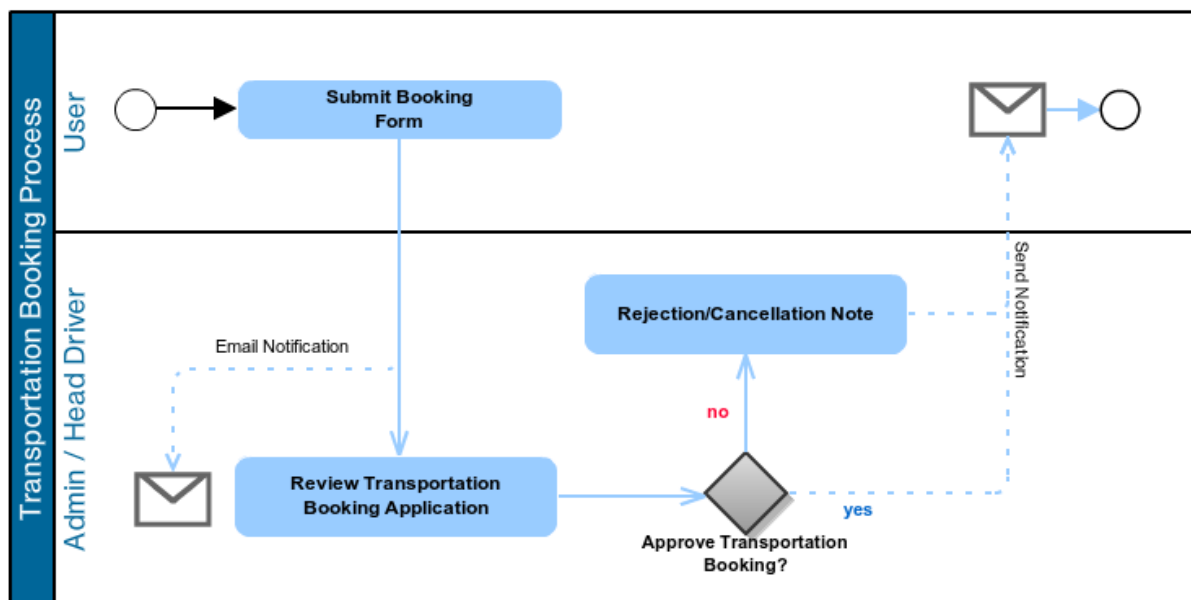
Status Tempahan: Wajib

[← Kembali](#) [Simpan](#)

Illustration 6.20: Booking approval form.

In order to set approval for equipment booking, simply choose any of the booking available in the equipment booking list and it will redirect to this page. Approve, reject or cancel the booking by changing the value of “**Status Tempahan**” field. When the selection is done, user may proceed to click “**Simpan**” to save or “**Kembali**” to return to equipment booking list.

6.4 Transportation Booking Management



Shown above is a complete booking process for transport in MyBooking system. The transport management is handled either by the system administrator or head driver. When a user make a booking application, it will be sent to the head driver (if exists), otherwise it will be sent to system administrator.

The approval process for this booking type only involves one (1) step which is taken care by the system administrator. When system administrator/head driver set approval for the booking, system will generate an email notification and it will send to the users respectively.



Illustration 6.21: Navigation list for transportation booking management.

This module allows user to perform transportation booking, while user with administrative level (“**Pentadbir Utama**” and “**Head Driver**”) may approve, reject, cancel and delete booking. To get into this module, simply click on “**Kenderaan**” link located at “**Pengurusan Tempahan**” in navigation list and the system will display transportation booking list in content area.

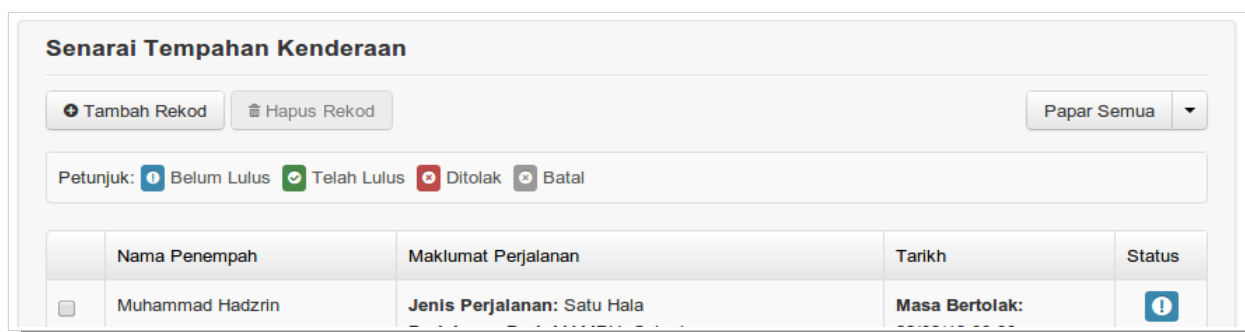
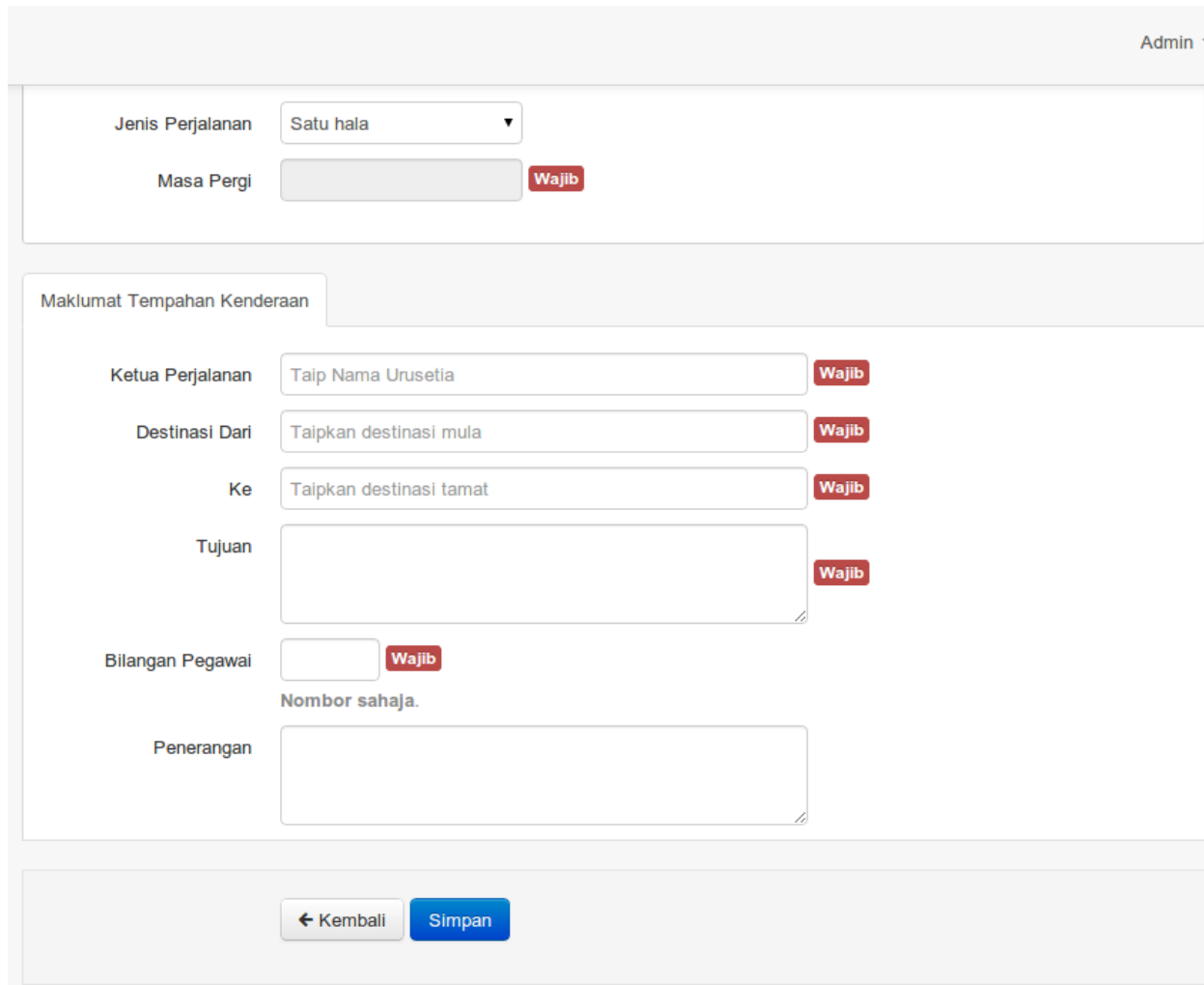


Illustration 6.22: Transportation booking list.

6.4.1 Add Booking



The screenshot shows the 'Add Booking' form for transportation. At the top right, there is a user role indicator 'Admin' with a dropdown arrow. The form is divided into sections. The first section contains 'Jenis Perjalanan' (Travel Type) with a dropdown menu set to 'Satu hala' and 'Masa Pergi' (Departure Time) with an empty text input field and a red 'Wajib' (Required) label. Below this is a tabbed interface with the 'Maklumat Tempahan Kenderaan' (Vehicle Booking Information) tab selected. This section contains several fields: 'Ketua Perjalanan' (Travel Leader) with a text input 'Taip Nama Urusetia' and a red 'Wajib' label; 'Destinasi Dari' (Origin Destination) with a text input 'Taipkan destinasi mula' and a red 'Wajib' label; 'Ke' (To) with a text input 'Taipkan destinasi tamat' and a red 'Wajib' label; 'Tujuan' (Purpose) with a large text input and a red 'Wajib' label; 'Bilangan Pegawai' (Number of Staff) with a small text input and a red 'Wajib' label; and 'Penerangan' (Description) with a large text input. Below the 'Bilangan Pegawai' field, there is a label 'Nombor sahaja.' (Number only). At the bottom of the form, there are two buttons: '← Kembali' (Back) and 'Simpan' (Save).

Illustration 6.23: Transportation booking form.

Start booking transportation by clicking “**Tambah Rekod**” button which located above the equipment booking list and it will redirect to this page. All fields with the sign **Wajib** next to it are required. Once the form is completed, click “**Simpan**” button to proceed with the booking. If successful, user will be redirected back to transportation booking list with a success notification, but if it fails, user will be prompted to correct the mistakes.

Fields:

<i>Jenis Perjalanan</i>	Specify the type of journey, one way(<i>satu hala</i>) or two way(<i>dua hala</i>).
<i>Masa Pergi*</i>	Start date.
<i>Masa Balik*</i>	End date.
<i>Ketua Perjalanan*</i>	Secretariat.
<i>Destinasi Dari*</i>	Destination from.
<i>Ke*</i>	Destination to.
<i>Tujuan*</i>	Purpose of journey.
<i>Bilangan Pegawai*</i>	Number of personnel.
<i>Penerangan</i>	Extra detail, may be on specific car?
<i>* Mandatory Fields</i>	

6.4.2 Approve, Reject and Cancel Booking

The screenshot shows a web interface for booking approval. At the top right, there is a user dropdown menu labeled 'Admin'. The main content area is divided into two sections. The upper section displays booking details in a table-like format:

Status Tempahan	Tempahan diluluskan
No. Rujukan Tempahan	K1305281015281
Ditempah Pada	28/05/2013 10:15 am
Jenis Perjalanan	Satu Hala
Masa Pergi	30/05/2013 06:00 am
Masa Balik	01/06/2013 09:00 am
Ketua Perjalanan	Pengguna
Dari	Bandar Kangar, Perlis
Hingga	MAMPU, Cyberjaya
Tujuan	Lawatan
Bilangan Pegawai	13
Penerangan	Tiada

The lower section contains a form for approval. It has a 'Status Tempahan' dropdown menu currently set to 'Lulus'. Below it is a text input field for 'Pemandu/Kenderaan'. At the bottom of this section are two buttons: 'Kembali' (with a left arrow) and 'Simpan'.

Illustration 6.24: Booking approval form.

In order to set approval for transportation booking, choose any of the booking available in the transportation booking list and it will redirect to this page. Approve, reject or cancel the booking by changing the value of “**Status Tempahan**” field. When the selection is done, user may proceed to click “**Simpan**” to save or “**Kembali**” to return to transportation booking list.

7 USER PROFILE

7.1 User Profile



Illustration 7.1: Navigation list for user profile module.

This module allows user to manage their own profile including changing their password. To view this page, click “**Profil Pengguna**” link located in the navigation list and profile page will be displayed.

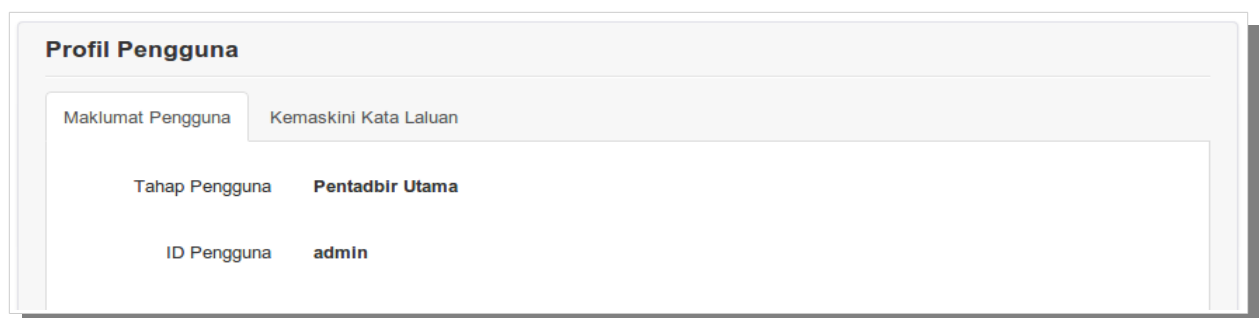



Illustration 7.2: User profile page.

7.1.1 Edit User Detail

Illustration 7.3: User detail form

Fields:

<i>Nama Penuh*</i>	User full name
<i>Bahagian*</i>	Division
<i>Jawatan*</i>	Designation
<i>Gred*</i>	Grade
<i>Telefon Pejabat</i>	Office phone number
<i>Telefon Bimbit</i>	Mobile phone number
<i>* Mandatory Fields</i>	

Modify the fields. Click “**Simpan**” button to save the record, system will be redirected back to “**Profil Pengguna**” form if it has been saved successfully. Remember, all fields with the sign  next to it are required.

7.1.2 Update Password

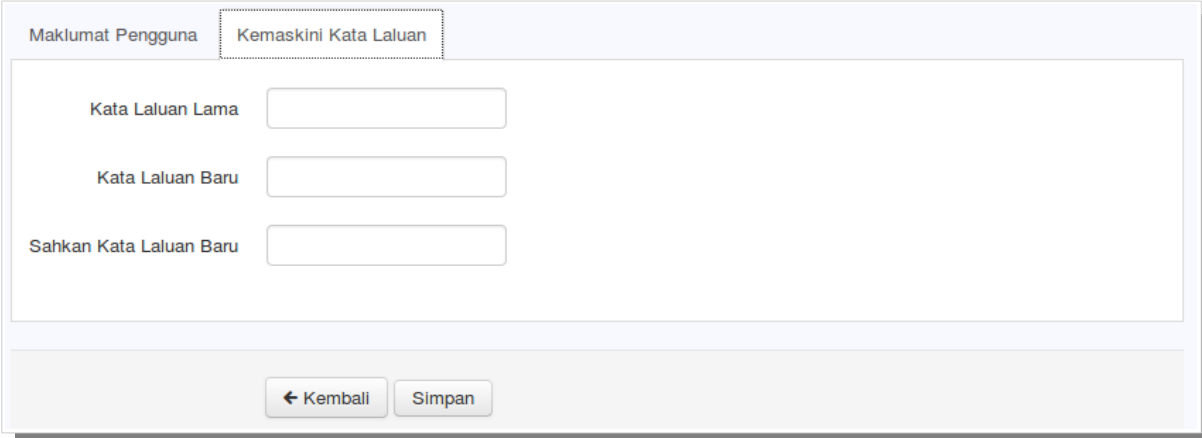


Illustration 7.4: Update password form

Fields:

<i>Kata Laluan Lama</i>	Old password
<i>Kata Laluan Baru</i>	New password
<i>Sahkan Kata Laluan Baru</i>	Confirm new password. Must match with <i>Kata Laluan Baru</i> .

To update password, user required to enter the old password. Then complete as well “**Kata Laluan Baru**” and “**Sahkan Kata Laluan Baru**” fields and make sure to enter the same new password. Click “**Simpan**” button to save the record, system will be redirected back to “**Profil Pengguna**” form if it has been saved successfully. In case if user has forgotten their old password, they can reset it by using the forgot password form which can be found on the login form.

8 SEARCH

8.1 Search

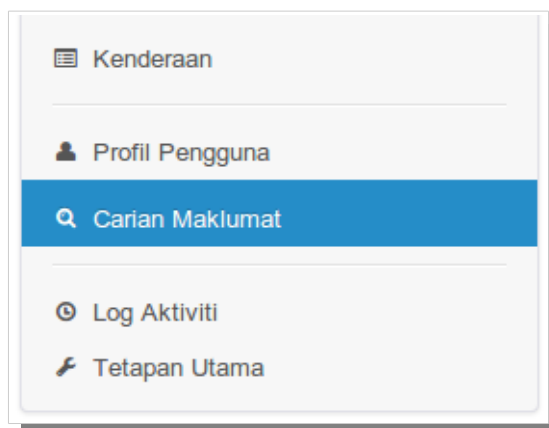


Illustration 8.1: Navigation list for search module.

To search information related to booking, click “**Carian Maklumat**” link located at navigation list and search form will be displayed. Start using the module by specifying the search filter; “**Nama Mesyuarat**” and “**No. Rujukan Tempahan**”. Afterward type in a keyword that coincide with the search filter chosen earlier. Click the magnifying glass icon button to start searching. It will list all the records found below the search form.

Carian Maklumat

Nama Mesyuarat

Hasil carian bagi - **Jawatankuasa** - ialah 3 rekod.

	Nama Bilik	Nama Mesyuarat	Urusetia	Lain-lain	Tarikh	Tindakan
<input type="checkbox"/>	Bilik Mesyuarat Cyber 2	Mesyuarat Jawatankuasa A Bii. 1	Faizal Tahir	Tiada	01/04/2013 (Sepanjang hari)	<input type="button" value="Q"/>
<input type="checkbox"/>	Bilik Mesyuarat 6	Mesyuarat Jawatankuasa A Bii. 2	Faizal Tahir	Tiada	01/04/2013 (Sepanjang hari)	<input type="button" value="Q"/>
<input type="checkbox"/>	Bilik Mesyuarat 6	Mesyuarat Jawatankuasa B Bii. 1	Muhammad Hadzrin	Tiada	22/03/2013 (Sepanjang hari)	<input type="button" value="Q"/>

Illustration 8.2: Search form and results.

9 BOOKING REPORT

9.1 BOOKING REPORT

This module provides a functionality to generate booking report based on selected date. It helps the administrator to deal with the third-party on preparing resources. All reports are generated in PDF format.



Illustration 9.1: Nagivation menu for report module

To view the report generation form, click **“Laporan”** link listed under **“Pengurusan Tempahan”** section on the navigation list (as shown in the illustration above) and it will redirect to the report form page.

A screenshot of a web form titled "Laporan". The form contains three input fields: "Jenis Laporan" with a dropdown menu showing "Makanan", "Tarikh Mula" with a text box containing "Klik untuk pilih tarikh" and a red "Wajib" label, and "Tarikh Akhir" with a text box containing "Klik untuk pilih tarikh". Below these fields is a button labeled "Jana Laporan".

Illustration 9.2: Report generation form

There are three (3) types of report that can be generated using this module. The report types are **“Makanan”**, **“Peralatan”** and **“Kenderaan”**. To generate a report, complete the above form and click **“Jana Laporan”** button to proceed. Report will be appeared in the new tab as shown below.

Senarai Tempahan Makanan: 03/06/2013 - 08/06/2013

Tarikh Tempahan	Maklumat Tempahan	Tempat	Jenis Tempahan	Jumlah Pax	Penerangan
03/06/2013	Pengguna 03-88887224 M13052911272082	Bilik Mesyuarat Cyber 2 Aras 2, Blok B Cyberjaya	Pagi, Tengahari	4	
03/06/2013	Admin 03-88887224 M1305291136381	Bilik Auditorium 1 Aras 1, Blok B Cyberjaya	Pagi, Tengahari, Petang	11	
03/06/2013	Admin 03-88887224 B1305291138391 A	pe	Pagi, Tengahari, Petang	12	
05/06/2013	Pengguna 03-88887224 M13052911275282	Bilik Auditorium 1 Aras 1, Blok B Cyberjaya	Pagi, Tengahari, Petang	14	

Jumlah Tempahan

Tarikh Tempahan	Pagi	Tengahari	Petang	Malam
03/06/2013	27	27	23	0
05/06/2013	14	14	14	0

Illustration 9.3: Sample report for makanan.

To download the report, simply perform right-click on the browser and choose “**Save As...**” option. If there is no record found for the selected date, system will show a simple message “No record found”.

10 ACTIVITY LOG

10.1 Activity Log Module

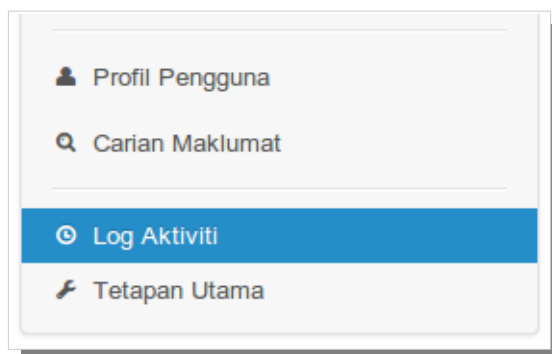


Illustration 10.1: Navigation list activity log module.

This module captures all activity involve in booking any resources. It means that each activity that user perform in the system will be registered into the database. Action such as booking creation, saving, deletion and many more will be saved and shown in this page. User should be able to filter the activity logs that belong to a particular user by using the provided text field. To do that, simple type a name in the field and click “Papar” button to proceed.






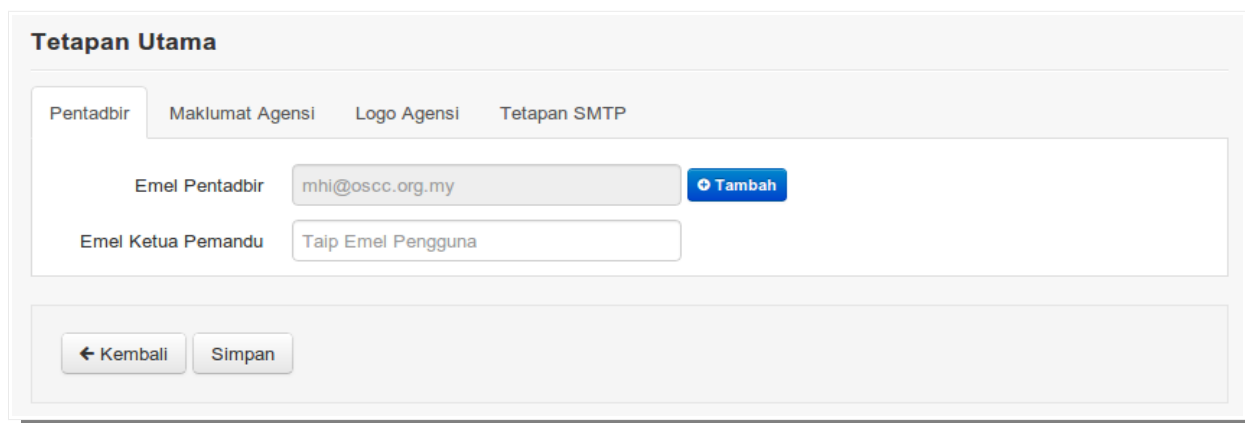
Senarai Log Aktiviti		
<input type="text"/> <input type="button" value="Papar"/>		
Pengguna	Aktiviti	Tarikh
 Admin	Menolak rekod tempahan kenderaan dengan ID tempahan: 23	2013-05-30 13:05:42
 Admin	Tambah rekod tempahan kenderaan dengan ID tempahan: 7	2013-05-30 13:04:04
 Admin	Meluluskan rekod tempahan makanan dengan ID tempahan: 22	2013-05-30 12:36:47
 Admin	Tambah rekod tempahan bilik dengan ID tempahan: 7	2013-05-30 12:36:40
 Admin	Meluluskan rekod tempahan kenderaan dengan ID tempahan: 21	2013-05-30 11:51:22
<div>1 2 3 Berikut > Akhir >></div>		

Illustration 10.2: Activity logs page with user filtered function.

11 SETTINGS

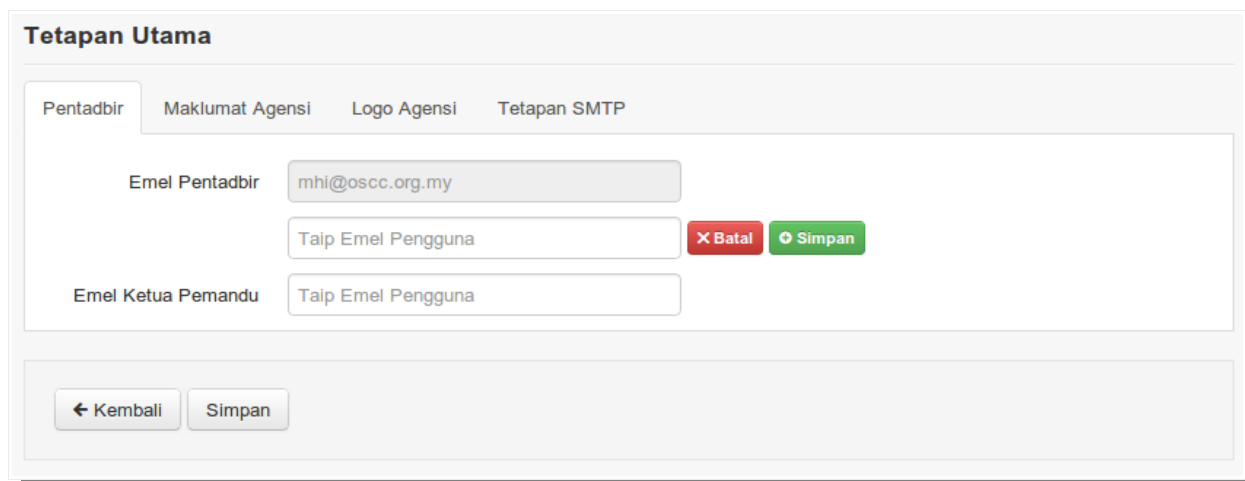
11.1 System Configuration



The screenshot shows the 'Tetapan Utama' (Main Settings) module. It features a navigation bar with four tabs: 'Pentadbir', 'Maklumat Agensi', 'Logo Agensi', and 'Tetapan SMTP'. The 'Pentadbir' tab is currently selected. Below the navigation bar, there are two input fields: 'Emel Pentadbir' with the value 'mhi@oscc.org.my' and a blue 'Tambah' button, and 'Emel Ketua Pemandu' with the value 'Taip Emel Pengguna'. At the bottom, there are two buttons: 'Kembali' (Back) and 'Simpan' (Save).

Illustration 11.1: Navigation list for settings module.

In this module, user are able to change various settings depending on the requirements. Simple Mail Transfer Protocol (SMTP) and agency information are a few of the general settings that this module can do. To do those things, click “**Tetapan Utama**” link located at the navigation list and the system will display the settings form in the content area. Any modification will affect the whole system so use it wisely.



The screenshot shows the 'Tetapan Utama' (Main Settings) module settings form. It features a navigation bar with four tabs: 'Pentadbir', 'Maklumat Agensi', 'Logo Agensi', and 'Tetapan SMTP'. The 'Pentadbir' tab is currently selected. Below the navigation bar, there are two input fields: 'Emel Pentadbir' with the value 'mhi@oscc.org.my' and a blue 'Tambah' button, and 'Emel Ketua Pemandu' with the value 'Taip Emel Pengguna'. At the bottom, there are two buttons: 'Kembali' (Back) and 'Simpan' (Save).

Illustration 11.2: Settings module form.

11.2 Administrator Tab

As shown in illustration 8.2, the first tab of this module is “**Pentadbir**” tab. Its primary function is to add, delete and choose administrator and head driver. Using AJAX as its base, this interactive form will automatically add and delete administrator whenever needed.

11.2.1 Add and Delete Administrator

To assign a new system administrator, just click “**Tambah**” button located next to the “**Emel Pentadbir**” field. When clicked, additional field will appears below it. Type any user's email and click “**Simpan**” button, a green button adjacent to the newly appeared field or click “**Batal**” button to cancel addition. Once “**Simpan**” button is clicked, a new administrator email will be added to the form just below the current administrator, and a success message will appear. Repeat the process to assign more system administrator.

The image shows a web form element. It consists of a text input field with a dropdown arrow on the right, containing the placeholder text “–Sila Pilih”. To the right of the input field are two buttons: a red button with a white 'X' icon and the text “Batal”, and a green button with a white plus icon and the text “Simpan”.

Illustration 11.3: Field to add new administrator.

On the other hand, if the user wish to delete administrator, just click “**Hapus**” button adjacent to it's email address field and the system will downgrade the chosen administrator to normal user automatically. The user will view the system as a normal user after logged out and log in back into the system again.

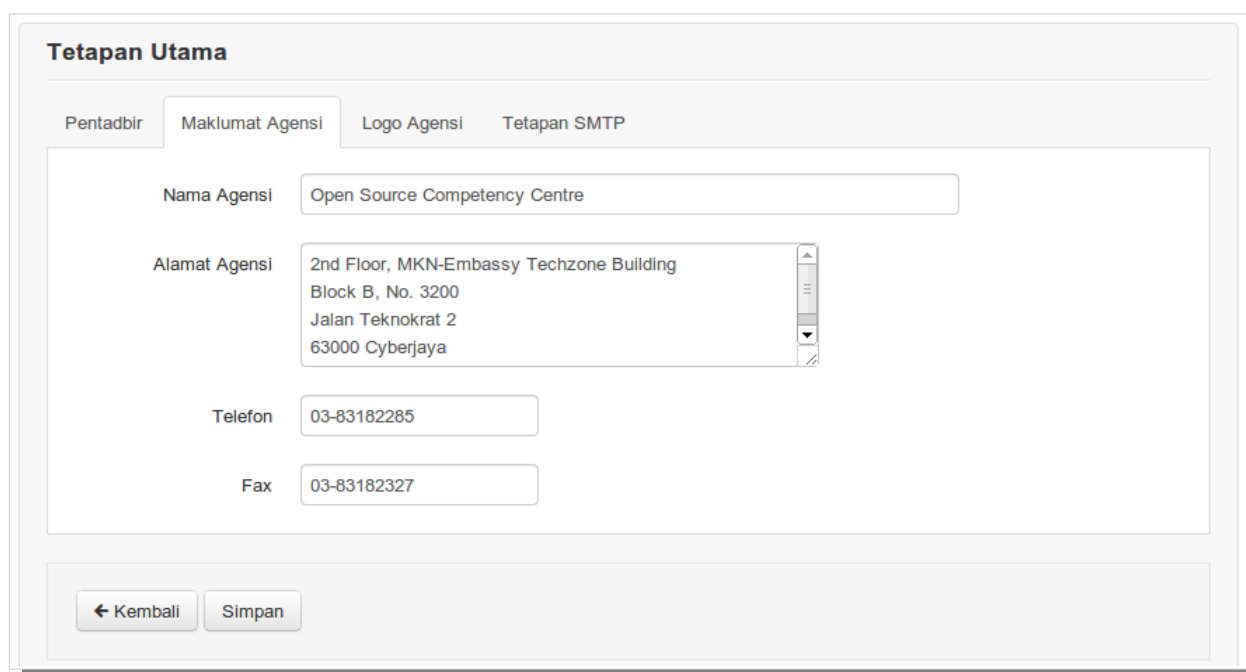
11.2.2 Choose and Change Head Driver

In this system, there will be only one head driver. If the head driver exist, he/she will be responsible in approving transportation booking and if there is no head driver, that job description will be handled by the system administrator. The head's job outside this system is to assign drivers to the assignment based on approved booking or request.

Head will be also responsible to manage records related to transportation in the “**Pengurusan Rekod**” section. To choose a head driver, type a new email in “**Emel Ketua Pemandu**” field and click the main “**Simpan**” button of the form.

In some situation where the head driver is required to be dropped from the system, simply empty up the “**Emel Ketua Pemandu**” field and click the main “**Simpan**” button of the form to save.

11.3 Agency Information Tab



The screenshot shows a web interface titled "Tetapan Utama" (Main Settings). It has four tabs: "Pentadbir", "Maklumat Agensi", "Logo Agensi", and "Tetapan SMTP". The "Maklumat Agensi" tab is selected. The form contains the following fields:

- Nama Agensi:** Open Source Competency Centre
- Alamat Agensi:** 2nd Floor, MKN-Embassy Techzone Building, Block B, No. 3200, Jalan Teknokrat 2, 63000 Cyberjaya
- Telefon:** 03-83182285
- Fax:** 03-83182327

At the bottom of the form, there are two buttons: "Kembali" (Back) and "Simpan" (Save).

Illustration 11.4: Agency information form.

In “**Maklumat Agensi**” tab, user will be able to add and update agency's information. Iupdate necessary information and click “**Simpan**” button to save information. The information will be appeared in agency information area in the login page (as shown in the Illustration 3.3) and some other places like generated report in PDF.

11.4 Agency Logo Tab

Illustration 11.5: Agency logo form.

In “**Logo Agensi**” tab, user will be able to change or add agency's logo if required. This logo will be appeared in between Malaysian Crest and MyBooking's logo in the navigation bar as well as in the agency information area in the login page as shown in the Illustration 3.6.

Fields:

<i>Papar Logo</i>	Choose to view the logo or not.
<i>Prebiu Logo</i>	Preview the logo saved.
<i>Muat Naik Logo</i>	Field to choose file from user's computer.

To add a new logo, click “**Pilih Fail**” button at the bottom of the form, choose the logo from JPEG or PNG format with a recommendation size of (200px x 80px). Click “**Simpan**” button when finished. If successful, user can see the preview of the logo at “**Prebiu Logo**” field. If the user wish to display or hide the logo, select “**Ya**” or “**Tidak**”

at the “**Papar Logo**” field and click “**Simpan**” button to save the information.

11.5 SMTP Setting Tab

MyBooking take advantages of the Internet and a lot of email notification will be send out from the system to notify the user on booking updates. SMTP is an Internet standard for electronic mail (e-mail) transmission across Internet Protocol (IP) networks. MyBooking require agency to use the system with this setting to get the best effort. Through the form shown below, user may edit the SMTP setting based on agency's setting.

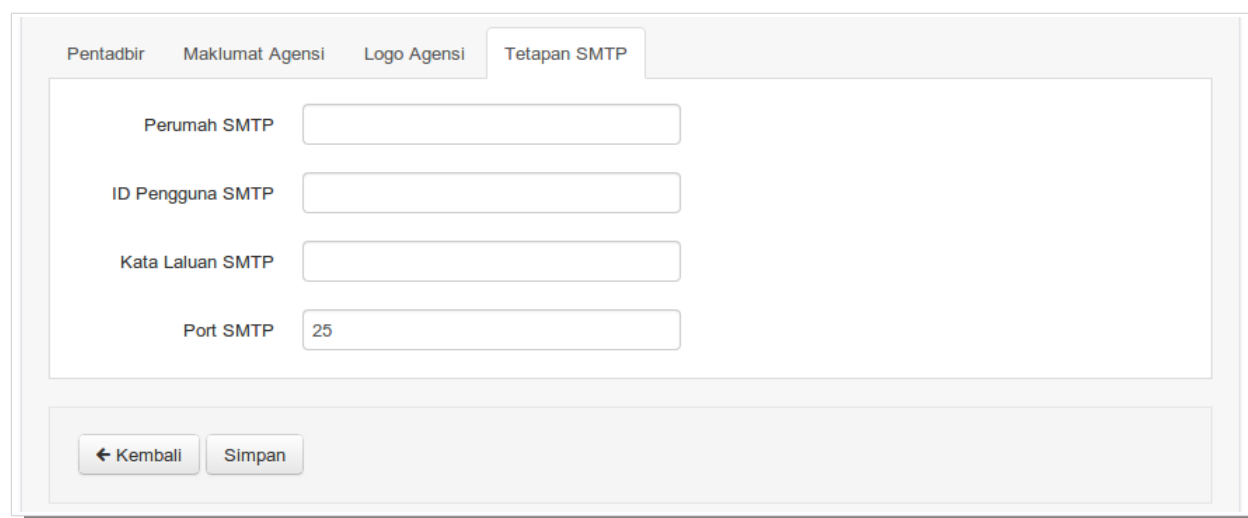


Illustration 11.6: SMTP setting form.

Fields:

<i>Perumah SMTP</i>	SMTP host, required.
<i>ID Pengguna SMTP</i>	SMTP username, if available.
<i>Kata Laluan SMTP</i>	The SMTP password, if available.
<i>Port SMTP</i>	SMTP port, default is 25.

To enable the SMTP setting, fill in the form. Refer to agency's network administrator or email administrator to fill up the form. Once finished, click “**Simpan**” to save the setting. If set correctly, user will be getting email after performing any booking actions.